

WACRAOFAX AGREEMENT

Background Information

In 1996, AACRAO formally presented to its members “Recommendations and Suggestions for Incorporating Fax Technology”. These recommendations lent support to any institution that decided to send or receive faxed documents as official. Legally, the faxed document has been acceptable in both state and federal courts, and by federal agencies. Recent federal legislation has bestowed formal legality to virtually all faxed documents requiring signatures. Since a faxed document is a true image of the original, it can be considered the same as the original.

The WACRAO Fax Guidelines Task Force (chaired by Jan VonRuden and Keith White) presented its recommendations to WACRAO members at the 2000 WACRAO Conference. In January 2001, the Executive Committee voted unanimously to adopt on behalf of WACRAO the WACRAOFAX policies and guidelines proposed by the Task Force. The task force’s recommendations included an endorsement for the treatment of faxed documents as official for member institutions who wish to do so, and guidelines for implementation.

Wisconsin Institutional Agreement to Fax Transcripts and Other Records as Official Documents (WACRAOFAX)

1. Each institution participating in the fax transmission and receipt of official transcripts and other documents must be listed in the WACRAO Membership Directory. The information maintained in this directory includes the name of the institution, name of the administrator (i.e. director of admissions, registrar or designee) responsible for the official records of the institution, title and office phone number, fax number(s) that may be used for transmission, and a telephone number that may be used for fax authentication, if necessary.
2. Institutions will be allowed to send fax transmissions 24 hours a day. Some institutions may have fax units that can be set up to automatically initiate outgoing calls during off hours when telephone rates are lower, whereas other institutions may have stand alone units and may be restricted to transmissions during normal business hours.
3. Fax transmissions should be allowed for single as well as multiple documents per transmission.
4. Fax transmissions must be accompanied by a WACRAOFAX Cover Sheet (see sample in WACRAO Membership Directory) stating the name of the institution sending the document, number of pages, the name of the operator initiating the transmission, and the date and time the transmission was initiated.
5. Upon receipt, the documents should be verified for completeness. If the integrity of the documents is subject to question, the data should not be treated as official and the receiving institution will directly contact the administrator (or designee) obtained from the WACRAO Membership Directory. The receiving institution should not rely on the telephone number transmitted with the document, as documents may have been sent from a non-authorized fax machine.
6. Each institution will adhere to provisions of its confidentiality of student records policy when using fax transmissions.
7. If the receiving institution accepts the faxed document as official, it will so indicate by stamping the document as “Official Document Received by Fax.” This should be done so there will be no question about document status once it is filed.

WACRAOFAX AGREEMENT PARTICIPATION GUIDE

Alverno College

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Bellin College of Nursing

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Beloit College

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Blackhawk Technical College

Sending fax transcript as official – YES
Fax number of sending machine: **608.743.4407**
Contact: Julie Cronk, Registration Office;
jcronk@blackhawk.edu; 608.757.7717 (v)
Receiving fax transcript as official – YES
Fax number of receiving machine: **608.743.4407**
Contact: Phyllis Noss, Admissions;
pnoss@blackhawk.edu; 608.757.7665 (v)

Cardinal Stritch University

Sending fax transcript as official – YES, exception basis only
Receiving fax transcript as official – YES, exception basis only
Fax number of sending and receiving machine: **414.410.4088**
Contact: Christine Glynn, Registration Office;
cglynn@stritch.edu; 414.410.4080 (v)

Carroll University

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Carthage College

Sending fax transcript as official – YES
Receiving fax transcript as official – YES
Fax number of sending and receiving machine: **262.551.6007**
Contact: Ryan Ringhand, Registrar's Office;
rringhand@carthage.edu; 262.551.6100 (v)

Chippewa Valley Technical College

Sending fax transcript as official – YES
Fax number of sending machine: **715. 833.6470**
Contact: Della Schindler, Registration Office;
dschindler@cvtc.edu; 715.833.6442
Receiving fax transcript as official – YES
Fax number of receiving machine: **715. 833.6470**
Contact: Sylvia Bare, Registration Office;
sbare@cvtc.edu; 715.833.6256

Concordia University Wisconsin

Sending fax transcript as official – YES
Receiving fax transcript as official – YES
Fax number of sending and receiving machine: **262. 243-2610**
Contact: Susan Mercier, Registrar's Office;
susan.mercier@cuw.edu; 262.243.4490 (v)

Edgewood College

Sending fax transcript as official – NO
Receiving fax transcript as official – YES, exception basis only
Fax number of receiving machine: 608. 663.2214
Contact: Scott Flanagan, Admissions Office;
Flanagan@edgewood.edu; 608. 663.2294 (v)

Educational Credential Evaluators, Inc.

Sending fax transcript as official – YES
Receiving fax transcript as official – YES
Fax number of receiving machine: **414.289.3411**
Contact: Kathy Conrad-Rutzen, ECE, Inc.;;
kconradrutzen@ece.org; 414. 270.3653 (v)

Fox Valley Technical College

Sending fax transcript as official – YES
Fax number of sending machine: **920.735.2484**
Contact: Chris Rutten, Registrar's Office;
pautz@fvtc.edu; 920.735.2467 (v)
Receiving fax transcript as official – YES
Fax number of receiving machine: **920.735.2484**
Contact: Sue Juel, Admissions Office; juel@fvtc.edu;
920.735.5790 (v)

Gateway Technical College

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Immanuel Lutheran College and Seminary

Sending fax transcript as official – YES
Receiving fax transcript as official – YES
Fax number of sending and receiving machine:
715.836.6634
Contact: Ronald Roehl, Registrar's Office;
ron.roehl@ilc.edu; 715.836.6621 (v)

Lakeland College

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Lakeshore Technical College

Sending fax transcript as official – YES
Receiving fax transcript as official – YES
Fax number of sending and receiving machine:
920.693.3561
Contact: Janette Gaedtke, Records Office;
janette.gaedtke@gotoltc.edu; 920.693.1115 (v)

Lawrence University

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Madison Area Technical College

Sending fax transcript as official – YES, exception basis only
Fax number of sending machine: **608.243.4353**
Contact: Vicky Clay, Enrollment Center;
vclayl@matcmadison.edu; 608.246-6238 (v)
Receiving fax transcript as official – YES, exception basis only
Fax number of receiving machine: **608.243.4353**
Contact: Sherry Kopmeyer, Enrollment Center;
skopmeyer@matcmadison.edu; 608.246.6226 (v)

Marian University

Sending fax transcript as official – YES, exception basis only
Receiving fax transcript as official – YES, exception basis only
Fax number of sending and receiving machine:
920.926.6708
Contact: Cheryl Teichmiller, Registrar's Office;
cteichmiller@mariancollege.edu; 920.923.7164 (v)

Marquette University

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Medical College of Wisconsin

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Mid-State Technical College

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Milwaukee Area Technical College

Sending fax transcript as official – YES, exception basis only
Fax number of sending machine: **414.297.6371**
Contact: Jean Frankey, Academic Records;
frankeyj@matc.edu; 414.297.7014 (v)
Receiving fax transcript as official – YES, exception basis only
Fax number of receiving machine: **414.297.7800**
Contact: Leslie Moritz, Admissions Office;
moritzl@matc.edu; 414.297.8092 (v)

Milwaukee Institute of Art & Design

Sending fax transcript as official – YES, exception basis only
Receiving fax transcript as official – YES, exception basis only
Fax number of sending and receiving machine:
414.291-8077
Contact: Abby Hanna, Registrar's Office;
ahanna@miad.edu; 414.847.3272 (v)

Milwaukee School of Engineering

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Moraine Park Technical College

Sending fax transcript as official – YES
Fax number of sending machine: **920.924.3513**
Contact: Jennifer Sabel, Registrar's Office;
jsabel@morainepark.edu; 920.924.3308 (v)
Receiving fax transcript as official – YES
Fax number of receiving machine: **920.924.3421**
Contact: Stephanie Lueck, Student Enrollment;
slueck@morainepark.edu; 920.924.3308 (v)

Mount Mary College

Sending fax transcript as official – NO
Receiving fax transcript as official – NO

Nicolet Area Technical College

Sending fax transcript as official – YES

Fax number of sending machine: **715.365.4411**

Contact: Lynn Dudeck, Records Office;
ldudeck@nicoletcollege.edu; 715.365.4422 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **715.365.4901**

Contact: Chris Frank, Admissions Office;
cfrank@nicoletcollege.edu; 715.365.4451 (v)

Northcentral Technical College

Sending fax transcript as official – YES

Fax number of sending machine: **715.675.3331, Ext 4030**

Contact: Lois Wyland, Student Services;
wyland@ntc.edu; 715.675.3331, Ext. 4014 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **715.301.2001**

Contact: Jim Bliese, Registrar's Office;
bliese@ntc.edu; 715.803.1001 (v)

Northeast Wisconsin Technical College

Sending fax transcript as official – YES

Receiving fax transcript as official – YES

Fax number of sending machine: **920.491.2600**

Contact: Pat Augustine, Records Office;
paugustine@nwtc.edu; 920.498.5579 (v)

Fax number of receiving machine: **920.498.6882**

Contact: Heather Hill, Program Enrollment;
Heather.hill@nwtc.edu; 920.498.5612 (v)

Northland College

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **715.682.1692**

Contact: Suzy Cervin, Registrar's Office;
scervin@northland.edu; 715.682.1227 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.682.1258**

Contact: Susan Greenwald, Admissions Office;
sgreenwald@northland.edu; 715.682.1224 (v)

Ripon College

Sending fax transcript as official – NO

Receiving fax transcript as official – NO

Sacred Heart School of Theology

Sending fax transcript as official – YES

Receiving fax transcript as official – YES

Fax number of sending and receiving machine:
414.529-6999

Contact: Rose M. Kopenc, Registrar's Office;
rkopenc@shst.edu; 414.529.6974 (v)

Saint Norbert College

Sending fax transcript as official – NO

Receiving fax transcript as official – NO

Silver Lake College

Sending fax transcript as official – YES

Fax number of sending machine: **920.684.7082**

Contact: Sr. Janice Stingle, Registrar's
Office; stingle@sl.edu; 920. 686.6231 (v)

Receiving fax transcript as official – NO

Southwest Wisconsin Technical College

Sending fax transcript as official – YES

Fax number of sending machine: **608.822.6019**

Contact: Chyme Stimart, Student Services;
cstimart@swtc.edu; Mary Lou Pavick, Student
Services; mpavick@swtc.edu; 608.822.3262 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **608.822.6019**

Contact: Peg Koehler, Student Services;
pkoehler@swtc.edu; Jody Millin, Student Services;
jmillin@swtc.edu; 608.822.3262 (v)

University of Wisconsin Colleges

Registrar's Office

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **608.265.9473**

Contact: Cherie Hatlem, Registrar's Office;
Cherie.@uwc.edu; 608.262.9652 (v)

UW Colleges On-Line Program

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official –YES, exception basis only

Fax number of receiving machine: **608.265.9473**

Contact: Kris Haag, Online Program;
kris.haag@uwc.edu; 608.263.9765 (v)

UW-Baraboo/Sauk County

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official –YES, exception basis only

Fax number of receiving machine: **608.356.4074**

Contact: Ruth Joyce, Student Services;
ruth.joyce@uwc.edu; 608.355.5255 (v)

UW-Barron County

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official –YES, exception basis only

Fax number of receiving machine: **715.**

234.8024

Contact: Dale Fenton, Student Services;
dfenton@uwc.edu; 715.2348024 (v)

UW-Fond du Lac

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **920.929.3626**

Contact: Robyn French, Student Services;
rfrench@uwc.edu; 920. 929-3606 (v)

UW-Fox Valley

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official - YES, exception basis only

Fax number of receiving machine: **920.832.2850**

Contact: Eileen Mahoney, Student Services;
emahoney@uwc.edu; 920.832.2621 (v)

UW-Manitowoc

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **920.683.4776**

Contact: Catherine Buchner, Student Services;
cbuchner@uwc.edu; 920.683.4707 (v)

UW-Marathon County

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.261.6331**

Contact: Pat Blondheim, Student Services;
pblondhe@uwc.edu; 715.261.6239 (v)

UW-Marinette

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official –YES, exception basis only

Fax number of receiving machine: **715.735.4304**

Contact: Mary Jo Urbanek, Student Services;
murbanek@uwc.edu ; 715.735.4301 (v)

UW-Marshfield/Wood County

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.384.1718**

Contact: Juliene Krahn, Student Services;
jkrahn@uwc.edu; 715. 389.6501 (v)

UW-Richland

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **608.647.2275**

Contact: John Poole, Student Services;
jpoole@uwc.edu; 608.647.8422 (v)

UW-Rock County

Sending fax transcript as official – SEE ABOVE

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **608.758.6579**

Contact: Carey Wilson, Student Services;
clwilson@uwc.edu; 608.758.6523 (v)

UW-Sheboygan

Sending fax transcript as official – SEE ABOVE
Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **920.459.6602**

Contact: Joyce Atkins, Student Services;
Joyce.atkins@uwc.edu; 920.459.6633

UW-Washington County

Sending fax transcript as official – SEE ABOVE
Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **262.335.5274**

Contact: Daniel Cibrario, Student Services;
dcibrari@uwc.edu; 262.335.5201 (v)

UW-Waukesha

Sending fax transcript as official – SEE ABOVE
Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **(262) 521-5530**

Contact: Sue Adams, Student Services;
smadams@uwc.edu; 262.521.5210 (v)

University of Wisconsin – Extension

Sending fax transcript as official – YES

Fax number of sending machine: **608.265.3163 OR 800.741.7416**

Contact: Patricia Gaitan, Student Records;
gaitan@ecc.uwex.edu; 608.262.6696 (v); Julie Hunter, Student Records;
jhunter@ecc.uwex.edu; 608.262-1953 (v)

University of Wisconsin-Eau Claire

Sending fax transcript as official – YES, exception basis only

Receiving fax transcript as official – YES, exception basis only

Fax number of sending and receiving machine: **715.836.3846**

Contact: Angela Prochnow, Registrar's Office;
prochnowam@uwec.edu; 715.836.4863 (v)

University of Wisconsin-Green Bay

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **920.465.2765**

Contact: Michael Herrity, Registrar;
herritym@uwgb.edu; 920.465.2155 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **920.465.5754**

Contact: Pam Harvey-Jacobs, Admissions Office;
harvey@uwgb.edu; 920.465.2111 (v)

University of Wisconsin-La Crosse

Sending fax transcript as official – YES

Fax number of sending machine: **608.785.6695**

Contact: Rena Sciborski, Records/Registration;
sciborsk.rena@uwlax.edu; 608.785.8580 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **608.785.8940**

Contact: Kathy Kiefer, Admissions Office;
kiefer.kath@uwlax.edu; 608.785.8937 (v)

University of Wisconsin-Madison

Undergraduate Programs

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **608.265.8946**

Contact: Catherine Sheskey, Office of Registrar,
cjsheskey@em.wisc.edu; 608.262.3811 (v) or 608.265.0007 (v)

University of Wisconsin-Madison, cont.

Receiving fax transcript as official – YES

Fax number of receiving machine: **608.262.7706**

Contact: Tom Reason, Admissions Office;
treason@admissions.wisc.edu; 608.262.3961 (v)

Graduate School

Sending fax transcript as official – NO

Receiving fax transcript as official - NO

University of Wisconsin-Milwaukee

Undergraduate Enrollment Services:

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **414.229.6940**

Contact: Theresa Franz, Enrollment Services;
tfranz@uwm.edu; 414.229.3745 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **414.229.6940**

Contact: Kim Folstein, Enrollment Services, folstein@uwm.edu; 414.229.1142 (v)

Graduate Student Services:

Sending fax transcript as official – YES, exception basis only

Receiving fax transcript as official – YES, exception basis only

Fax number of sending and receiving machine:
414.229.6967

Contact: Mary Menting, Grad Student Services;
menting@uwm.edu; 414.229.2564 (v)

University of Wisconsin-Oshkosh

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **920.424.1098**

Contact: Margaret Laketa, Records Office;
laketa@uwosh.edu; 920.424.1199 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **920.424.1207**

Contact: Jill Endries, Admissions Office;
endries@uwosh.edu; 920.424.0228 (v)

University of Wisconsin-Parkside

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **262.595.2283**

Contact: Carol Anderson, Registration/Records;
carol.anderson@uwp.edu; 262.595.2281 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **262.595.2008**

Contact: Joe Jucha, Admissions Office;
jucha@uwp.edu; 262.595.2241 (v)

University of Wisconsin-Platteville

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **608.342.1389**

Contact: Dianne Hanten, Registrar's Office;
hanten@uwplatt.edu; 608.342.1321 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **608.342.9142**

Contact: Angela Udelhofen, Admissions Office;
rulea@uwplatt.edu; 608.342.1125 (v)

University of Wisconsin-River Falls

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **715.425.3352**

Contact: Janie Huot, Registrar's Office;
Janie.huot@uwrf.edu; 715.425.3342 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.425.0676**

Contact: George Hansen, Admissions Office;
george.a.hansen@uwrf.edu; 715.425.3500 (v)

University of Wisconsin-Stevens Point

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **715.346.2558**

Contact: Ed Lee, Registrar's Office; elee@uwsp.edu;
715.346.3612 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.346.3296**

Contact: Cathy Glennon, Admissions Office;
cglennon@uwsp.edu; 715.346.4018 (v)

University of Wisconsin-Stout

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **715.232.2436**

Contact: Marianne Neidemyer, Registration/Records;
neidermyermn@uwstout.edu; 715.232.2121 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.232.1667**

Contact: Linda Young, Admissions Office;
youngl@uwstout.edu; 715.232.1787 (v)

University of Wisconsin-Superior

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **715.394.8040**

Contact: Barb Erickson, Records Office;
berickso@uwsuper.edu; 715.394.8218 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **715.394.8407**

Contact: Edmund Morgan, Admissions Office;
emorgan@uwsuper.edu; 715.394.8587 (v)

University of Wisconsin-Whitewater

Sending fax transcript as official – YES, exception basis only

Fax number of sending machine: **262.472.1370**

Contact: Jodi Hare-Paynter, Registrar's Office;
harej@mail.uww.edu; 262.472.1580 (v)

Receiving fax transcript as official – YES, exception basis only

Fax number of receiving machine: **262.472.1515**

Contact: Shari Foscatto, Admissions Office;
foscatos@uww.edu; 262.472.1440 (v)

Viterbo University

Sending fax transcript as official – NO

Receiving fax transcript as official – NO

Waukesha County Technical College

Sending fax transcript as official – YES

Fax number of sending machine: **262.691.5123**

Contact: Karen Kottke, Registration Office;
kkottke@wctc.edu; 262.691.5280 (v)

Receiving fax transcript as official – YES

Fax number of receiving machine: **262.695.3464**

Contact: Grace Adams, Admissions Office;
gadams@wctc.edu; 262.691.5275 (v)

Western Technical College

Sending fax transcript as official – YES

Receiving fax transcript as official – YES

Fax number of receiving machine: **608.785.9148**

Contact: Sue Milde, Admissions Office;
mildes@westerntc.edu; 608.785.9476 (v)

Fax number of sending machine: **608.785.9094**

Contact: Ilene Loomis, Registrar's Office;
loomisi@westerntc.edu; 608.785.9298 (v)

Wisconsin Indianhead Technical College

Sending fax transcript as official – YES

Receiving fax transcript as official – YES

WITC – Ashland

Fax number of sending and receiving machine:
715.682.8040

Contact: Denise Lindstrom, Student Services;
denise.lindstrom@witic.edu; 715.682.4591,
ext. 3182 (v)

WITC – New Richmond

Fax number of sending machine: **715.246.2777**

Contact: Kristine Denucci, Student Services;
kristine.denucci@witic.edu; 715.246.6561,
ext. 4230 (v)

Fax # of receiving machine: **(715) 246-2777**

Contact: Debbie Gregerson, Student Services;
Debra.gregerson@witic.edu; 715.246.6561,
ext. 4267 (v)

WITC – Rice Lake

Fax number of sending and receiving machine:
715.234.5172

Contact: Jennifer Ruid, Student Services;
jennifer.ruid@witic.edu; 715.234.7082,
ext. 5325 (v)

WITC – Superior

Fax number of sending and receiving machine:
715.394.4598

Contact: Deb Christopherson, Information Ctr.;
debra.christopherson@witic.edu; 715.394.6677,
ext. 6240 (v)

WITC Administrative Office

Fax number of sending and receiving machine:
715.468.2819

Contact: Mimi Crandall, Registrar;
mimi.crandall@witic.edu; 715.468.2815,
ext. 2280 (v)

Wisconsin Lutheran College

Sending fax transcript as official – NO

Receiving fax transcript as official – NO

