

The Registrar's Toolkit

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#1 Put Your FERPA Training On-Line

You'll appreciate not repeating
yourself (and repeating yourself)*

*and repeating yourself

#2 Buy all AACRAO Publications (re: Registrar work)

How to back up what you say with
something in writing

#3 Use the National Student Clearinghouse for Verifications

Avoid the phone calls and recoup costs at the same time

#4 Read the School Newspaper Every Day

You never know when you or your
office will be in it!

One Final Thought

**“The Crisis of Today
is the Joke of Tomorrow”**

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