

# The Hidden Costs of Manual Transcript Issuing in Military Schools

At military academies, precision and efficiency are paramount — so why should your credentialing process be any different? Yet, many institutions still rely on manual transcript issuing, a process that's not only time-consuming but also costly, error-prone, and unsustainable at scale.

Though it may feel like "business as usual," manual workflows carry hidden costs that impact your staff, cadets, and the overall performance of your institution.

**Here's a closer look at the true cost of sticking with manual transcript issuance:**

## 1 Transcript Issuing Eats Up Valuable Time



Entering each transcript into the system can take **20+ minutes**. And issuing — including printing, signing, packaging, and mailing — adds even more time, especially during peak seasons.

## 2 Manual Processes Steal Staff Time



Repetitive tasks — including data entry, form processing, and transcript issuing — take up valuable time for staff. This pulls focus from critical duties like records integrity, cadet services, and system oversight.

## 3 Slow Fulfillment Stalls Cadet Readiness



Paper-based workflows and mail delivery cause delays of 5–15 business days — and up to 4-6 weeks for international students. This slows applications, onboarding, and transitions.

**Digital fulfillment takes minutes.**

## 4 Hidden Costs Stack Up Quickly



Between staff time, supplies, printing, and postage, manually issuing a transcript can cost **\$5 to \$10** on average — plus extra fees for rush processing or notarization.

## 5 Manual Systems Create Rush Order Chaos



Over **70%** of institutions face transcript delays due to manual handling. Rush requests only amplify the problem, as manual systems struggle to keep up — causing more stress and disruptions.

## 6 Digital Delivery Meets Cadet Expectations



Delays and errors in manual processes can lead to poor experiences and frustration when cadets are applying for jobs, grad school, or transitioning into service.

Digital transcripts provide faster processing, secure delivery, and **24/7** access — meeting students' growing expectations for convenience and efficiency.

## Modernize to Mobilize: Unlock Cadet Readiness with Digital Transcripts

Military institutions are increasingly embracing digital transcript issuing with **Parchment Transcript Services** — a secure, scalable platform that delivers both print and digital transcripts.

With automation, real-time tracking, and streamlined workflows, Parchment helps schools:

- Reduce administrative burdens.
- Speed up turnaround times.
- Enhance the experience for cadets and alumni alike.

Ready to modernize your transcript process and free up time for what really matters? **Reach out** to see how Parchment can help your institution make the transition.

### Sources:

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