# Part E: Records Management

The awarded grantee will be responsible for maintaining secondary and post-secondary transcripts, high school diplomas awarded, and industry recognized certificates earned in perpetuity so that students can access these records at any future date. For an additional cost, which can be covered by the Adult Education High School funds, applicants may opt into using [DiplomaSender](https://diplomasender.com/#/Home/Services) and/or [LiteracyPro Systems LACES](https://literacypro.com/products/laces/) to assist with records management for learners and graduates. If not, applicants must describe below what system they will use for managing and maintaining these records. Please refer to the Records Management Manual found [here.](https://drive.google.com/file/d/15k_VFFbi1XwGZ2kNOxf6DvbbiTcbBh3W/view?usp=sharing)

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| **Records Management for Learners and Graduates** |
| ☐ Opting in to DiplomaSender |
| ☐ Opting in to LACES |
| ☐ Opting out of LACES or DiplomaSender |
| If opting out, please describe what system you will use for managing and maintaining these record and the records management policies you plan to implement: |