

Data Standard eTranscript

Rev. 7/1/2025

Ownership and History

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Revision history**July 1, 2025**

Removed references to classic view

May 21, 2025

Updated Parchment contact information

March 10, 2025

Updated Data Steward

June 13, 2024

Parchment Contacts and Resources

December 18, 2023

Updated Data Steward

Updated hyperlinks

July 3, 2023

Added State Seal Preferences in the Electronic Release Setup

Updated Data Steward

Updated hyperlinks

July 23, 2021

Added PESC mapping for Grade Level guidelines

June 18, 2020

Updated screenshots for Code Defining Detail

Added specific language for Diploma type PESC mapping regarding graduation dates

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Overview

Description

Parchment is the Kentucky standard for electronic transcripts. Kentucky Department of Education (KDE), Kentucky Higher Education Assistance Authority (KHEAA), and Council on Postsecondary Education (CPE) cover the Parchment charges for current students and recent graduates to send electronic transcripts. Students will incur charges when requesting mailed transcripts. Alumni must pay for their transcripts. Graduates become alumni on Aug 1 of their graduation year.

Regulation citation(s)

- Kentucky Educational Excellence Scholarship (KEES) program [11 KAR 15:090](#); [KRS 158.007\(8\)](#); [KRS 164.098](#)

Data use

- KEES Audits
- College Admissions
- Scholarship Applications
- Job Applications

Related ad-hoc filters and reports

- *Ad Hoc Reporting | Data Export | State Published*
student Transcript Entry without a State Course Code (To find transcript entries that do not have a state course code)

Training

Campus Community eTranscript Batch [documentation](#) and [video](#).

Campus Community eTranscript Report Preferences [documentation](#)

KDE's eTranscript [webpage](#) contains documentation and recorded Parchment trainings.

[Parchment Videos](#) – On Demand videos on You Tube

Related Data Standards: [Course](#), [Dual Credit Course](#) and [Grades](#)

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Infinite Campus Setup

Tool Search: Electronic Release Setup

The district must define the electronic release settings once per vendor. The Parchment setup was loaded for districts in March 2018.

The screenshot shows the 'Electronic Release Setup' form within the 'eTranscript Options' tab. The form includes the following fields and values:

- Name***: Parchment
- Auth Server***: https://api.parchment.com
- Auth Path***: /send-library-api/v1/oauth/token
- Upload Server***: https://api.parchment.com
- Upload Port***: 80
- Upload Path***: /send-library-api/v1/pesc/highschool/transcript/1.3.0
- Consumer Key***: (empty) - Consumer Key is required
- Consumer Secret***: (empty) - Consumer Secret is required
- User Name***: (empty) - User Name is required
- Password***: (empty) - Password is required

Figure 1 Electronic Release Setup screenshot

Field Values for Parchment Setup

Name: Parchment

Auth Server: https://api.parchment.com

Auth Path: /send-library-api/v1/oauth/token

Upload Server: https://api.parchment.com

Upload Port: 80

Upload Path: /send-library-api/v1/pesc/highschool/transcript/1.3.0

Consumer Key: District specific and provided by Parchment

Consumer Secret: District specific and provided by Parchment

User Name: District specific and provided by Parchment

Password: District specific and provided by Parchment

Credit Group Setup

Tool Search: Credit Groups

Credit Groups define how credits earned by students are counted on the transcripts and are used in tracking a student's progress towards graduation. Credits on the transcript will display chronologically, but a summary of student work is available on the transcript showing the number of credits in each category defined in the Credit Group.

eTranscript only includes credits from credits groups with a PESC Name in Credit Group Details. Only Credit Groups for high school credits should use a PESC Name.

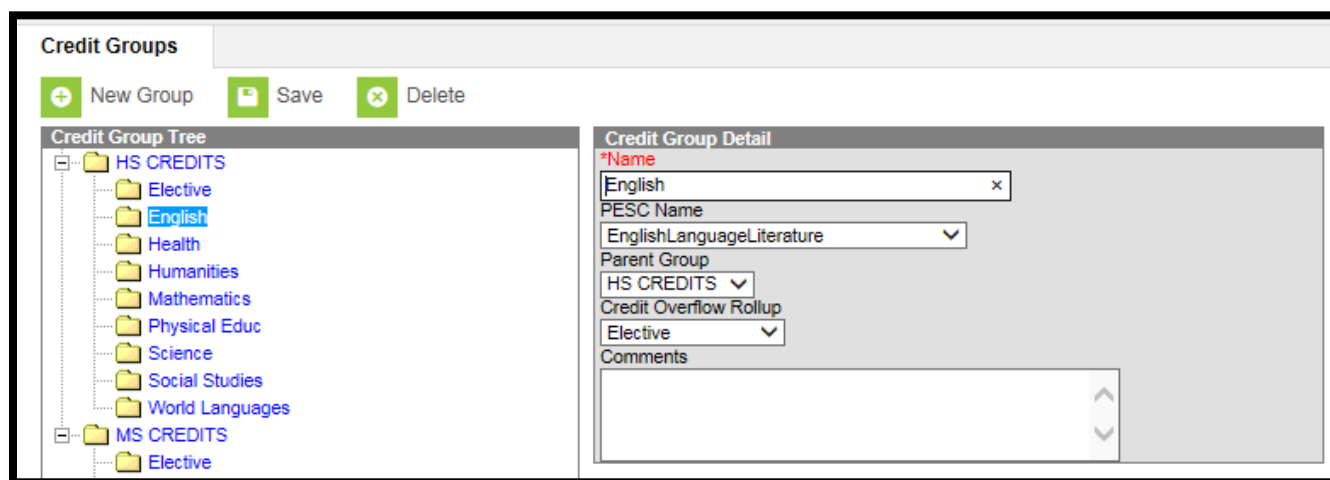


Figure 2 Screenshot of defining a Credit Group

Name – Name of the credit group.

PESC Name – Required to display on eTranscript. Choose the best match for the Credit Group's content.

Parent Group – Credit group that is associated with this credit type.

Credit Overflow Rollup – Indicates where the student receives credit when the student has met the credit requirement of the designated credit type and where the additional credit should now be placed.

PESC Mapping for Assessments

Tool Search: Test Setup

eTranscript only includes assessments that have the necessary settings.

KDE's agreement with ACT allows displaying state administered ACT assessment scores on transcripts. Beginning with the March 2013 scores, these test scores are available as **ACT (KY_Official_Jr)** and student purchased ACT scores are available as **ACT (KY_Reported_NATL)**. **ACT (KDE)** contains a mixture prior State administered Junior scores and student purchased National scores. **ACT (KY_Reported_NATL)** and **ACT (KDE)** no longer default to be marked as **Displays in Transcript**. If applicable, replicate these settings for locally loaded assessments to appear on the Kentucky eTranscript. However, districts should be familiar with their local agreements with ACT as to what data can be provided to third parties before posting to transcripts.

Test Detail

*Name
ACT

Parent Test
(no parent)

** Parent Test cannot be edited because scores exist for this test.

Code
Year

Subject
A

Test Grade Level

Assessment Type
GEN: General Assessment

Standards Type

Start Date
End Date

Test Type

☐ District Test

☐ State Test

State Code

☒ National Test

National Code
ACT

☒ Display in Portal

☒ Display in Transcripts

☐ Scale Score ☐ Result

PESC Test (eTranscript)

PESC Sub-Test (eTranscript)

Select the score fields you want to use:

☐ Date ☒ Scale Score ☐ Raw Score ☐ Reason Code

☐ Received Accommodation ☐ Percentile ☐ Percent ☐ Normal Curve Equivalent

☐ Result ☐ Invalid ☐ Test Accommodations Eligible

Academic Achievement Standard

☒ Question Count ☒ Result Level

Question Label

Result Statuses

| Value | Result Code | Label | Passing Score |
|-------|-------------|-------|--------------------------|
| | | | <input type="checkbox"/> |

Figure 3 ACT Composite Test Detail screenshot

1. Select **ACT (KY_Official_Jr)** from the **Tests** listing. All other fields are locked on state owned test detail screens.

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- a. Confirm **Display in Transcripts** is checked.
 - b. Confirm **Scale Score** is unchecked for this level only.
 - c. Confirm **PESC Test (eTranscript)** has a value of **'The ACT'**.
 - d. Confirm **PESC Sub-Test (eTranscript)** has a value of **'Total'**.
 - e. Checking **Display in Portal** is a district choice.
2. Expand the **ACT (KY_Official_Jr)** test to reveal the sub-tests.



3. Select **ACT Composite** from the sub-tests under **ACT (KY_Official_Jr)**.
 - a. Confirm **Display in Transcripts** is checked.
 - b. Confirm **Scale Score** is checked.
 - c. Confirm **PESC Test (eTranscript)** has a value of **'The ACT'**.
 - d. Confirm **PESC Sub-Test (eTranscript)** has a value of **'Composite'**.
 - e. Checking **Display in Portal** is a district choice. It should match for all sub-tests of the same test.
4. Repeat Step 3 for each sub-test selecting the PESC Sub-Test that is most appropriate (see Table 1 for recommendations). The post-secondary schools do not need the content test subscores, such as Rhetorical Skills, so those settings should be blank.
5. Repeat Steps 1 through 4 above for any other assessments that should populate on the transcript using your best judgment to select the PESC name.

Table 1 Recommended ACT to PESC Alignments

| Parent Name | Test Name | Display in Transcripts | Scale Score | PESC Test (eTranscript) | PESC Sub-Test (eTranscript) |
|---------------------|----------------------|------------------------|-------------|-------------------------|-----------------------------|
| | ACT (KY_Official_Jr) | Checked | Unchecked | ACT: The ACT | Total: Total |
| -KY_Official_Jr:ACT | ACT Composite | Checked | Checked | ACT: The ACT | CompositeScore: Composite |
| -KY_Official_Jr:ACT | ACT English | Checked | Checked | ACT: The ACT | English: English |
| -:ACT English* | 1 Usage-Mechanics* | Unchecked* | Unchecked* | n/a | n/a |
| -:ACT English* | 2 Rhetorical Skills* | Unchecked* | Unchecked* | n/a | n/a |
| -KY_Official_Jr:ACT | ACT Mathematics | Checked | Checked | ACT: The ACT | Math: Mathematics |

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| Parent Name | Test Name | Display in Transcripts | Scale Score | PESC Test (eTranscript) | PESC Sub-Test (eTranscript) |
|---------------------|---|------------------------|-------------|-------------------------|-----------------------------|
| -:ACT Mathematics* | 1 Pre-Algebra-Elementary Algebra* | Unchecked* | Unchecked* | n/a | n/a |
| -:ACT Mathematics* | 2 Intermediate Algebra-Coordinate Geometry* | Unchecked* | Unchecked* | n/a | n/a |
| -:ACT Mathematics* | 3 Plane Geometry-Trigonometry* | Unchecked* | Unchecked* | n/a | n/a |
| -KY_Official_Jr:ACT | ACT Reading | Checked | Checked | ACT: The ACT | Reading: Reading |
| -:ACT Reading* | 1 Social Studies-Sciences* | Unchecked* | Unchecked* | n/a | n/a |
| -:ACT Reading* | 2 Arts-Literature* | Unchecked* | Unchecked* | n/a | n/a |
| -KY_Official_Jr:ACT | ACT Science | Checked | Checked | ACT: The ACT | Science: Science |
| -KY_Official_Jr:ACT | ACT_ELA | Unchecked* | Unchecked* | n/a | n/a |
| -KY_Official_Jr:ACT | ACT_STEM | Unchecked* | Unchecked* | n/a | n/a |

*ACT stopped providing scores for the subject subtests in 2017-18. If Displays in Transcripts is checked, the label will show but the score will be blank when not available.

PESC Mapping for Diploma Type

Tool Search: Code Defining

eTranscript Batch functionality requires a PESC Mapping for Diploma Type and Difficulty Level be defined each year at the district level via Code Defining.

Graduation dates will not display on eTranscript without the Diploma Type being PESC mapped.

This should be done locally; publishing these definitions from State Edition would overwrite district choices, possibly creating incorrect definitions.

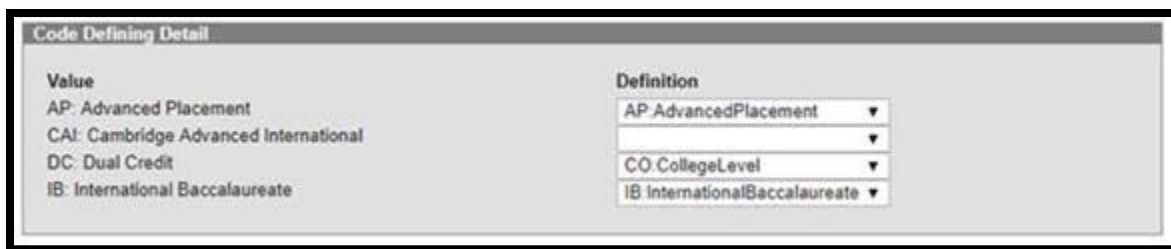
1. Select the Code Defining School year.



2. Select Object: Difficulty Level with Type: PESC Mapping. If this option is not displayed in the Code Defining List, it may require using Add Missing Objects. See Campus Community [article](#) for more information.



3. Select the best match for each value that needs to be included on eTranscript.



4. Select Object: Diploma Type with Type: PESC Mapping. It may require using Add Missing Objects. See Campus Community [article](#) for more information.
5. Select the best match for each diploma type. The list below contains only the state named diploma types. The Definition selected should be the closest match to the Value name, not the


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number.

| Code Defining Detail | |
|------------------------------------|---|
| Value | Definition |
| 01: Regular Diploma | B18:Standard High School Diploma ▾ |
| 02: Other Credential | B22:Certificate of completion or attendance ▾ |
| 1: Advanced Diploma | B19:Advanced or honors diploma ▾ |
| 2: Commonwealth Diploma | B19:Advanced or honors diploma ▾ |
| 3: General Diploma | B18:Standard High School Diploma ▾ |
| 4: District/State Approved GED | B24:General Education Diploma (GED) ▾ |
| 5: Adult GED | B24:General Education Diploma (GED) ▾ |
| 6: Alternative High School Diploma | B25:Other high school equivalency diploma ▾ |

6. Select Save after all values have a definition.
7. To support alumni and future transcripts, go to each prior and future year and Select Copy from year drop list.

 Copy from year

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PESC Mapping for Grade Set-up

Tool Search: Grade Level Definitions

eTranscript Batch functionality requires a PESC Mapping for grade level be defined at the district level.

Any courses taken while in a grade level that is not PESC mapped will not display on eTranscript.

This should be done locally; publishing these definitions from State Edition would overwrite district choices, possibly creating incorrect definitions.

For those districts that choose to record transcript information for students in Grade 14, an example of how it can be done is below. Districts do not have to transcript grade 14 courses. The decision is up to each district.

| Grade Level Definitions | | | | | | |
|--------------------------------|------|---------------------------|------------|-----------------|----------|--------|
| Grade Level Definitions Editor | | | | | | |
| Code | Name | Description | NCES Grade | PESC Grade | Sequence | Active |
| 00 | 00 | Kindergarten | KG | Kindergarten | 0 | x |
| 01 | 01 | 1st Grade | 01 | FirstGrade | 0 | x |
| 02 | 02 | 2nd Grade | 02 | SecondGrade | 0 | x |
| 03 | 03 | 3rd Grade | 03 | ThirdGrade | 0 | x |
| 04 | 04 | 4th Grade | 04 | FourthGrade | 0 | x |
| 05 | 05 | 5th Grade | 05 | FifthGrade | 0 | x |
| 06 | 06 | 6th Grade | 06 | SixthGrade | 0 | x |
| 07 | 07 | 7th Grade | 07 | SeventhGrade | 0 | x |
| 08 | 08 | 8th Grade | 08 | EighthGrade | 0 | x |
| 09 | 09 | 9th Grade | 09 | NinthGrade | 0 | x |
| 10 | 10 | 10th Grade | 10 | TenthGrade | 0 | x |
| 11 | 11 | 11th Grade | 11 | EleventhGrade | 0 | x |
| 12 | 12 | 12th Grade | 12 | TwelfthGrade | 0 | x |
| 14 | 14 | Over the age of 17 by Oct | 12 | Ungraded | 0 | x |
| 20 | 20 | Post Secondary | | | 0 | x |
| 95 | 95 | Infants | | | 0 | x |
| 96 | 96 | 1 year olds | | | 0 | x |
| 97 | 97 | 2 year olds | | | 0 | x |
| 98 | 98 | 3 year olds | PK | PreKindergarten | 0 | x |
| 99 | 99 | 4 year olds | PK | PreKindergarten | 0 | x |

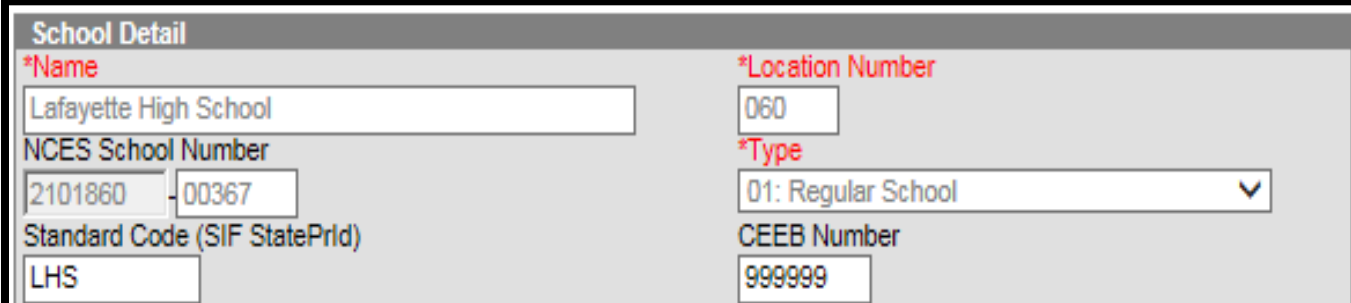
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CEEB Setup

Tool Search: School Information

Each school sending eTranscripts must have a CEEB (College Entrance Examination Board) number identified on the school record.



The screenshot shows a 'School Detail' form with the following fields and values:

| School Detail | |
|--------------------------------------|-------------------------|
| *Name | *Location Number |
| Lafayette High School | 060 |
| NCES School Number | *Type |
| 2101860 - 00367 | 01: Regular School |
| Standard Code (SIF StatePrid) | CEEB Number |
| LHS | 999999 |

Figure 4 Example of School Detail with CEEB Number screenshot

To search for existing CEEB numbers a search is available from the [College Board website](#).

If a new CEEB Code is needed, a CEEB Code is assigned and maintained by The College Board. Institutions requesting a College Board code should contact Code Control by calling 609-771-7091 or emailing codecontrol@ets.org for assistance.

Report Setup

Tool Search: Report Setup

eTranscript Reports must be setup for all calendars releasing eTranscripts – including those years needed for Alumni transcripts. The report preferences must be rolled forward each year.

Kentucky postsecondary institutions have processes in place that process eTranscripts in the standard form faster. Using the standard report templates will benefit your students.

KDE has created two Kentucky Standard eTranscript reports.

- *eTranscript KY Standard In Progress* should be used to release transcripts for current students to show In Progress Work
- *eTranscript KY Standard Final* should be used for current graduates once all graduation data is posted and for alumni requests

The screenshot shows the 'Report Setup' interface for a report named 'eTranscript KY Standard Final'. The interface is divided into several sections:

- Report Detail:**
 - Name:** eTranscript KY Standard Final
 - Type:** eTranscript (dropdown)
 - Description:** Kentucky's standard for final eTranscripts with diploma information. Use for graduates and al
 - Available in:**
 - ☐ Instruction
 - ☐ Portal - Active
 - ☐ Portal - Historical
- Report Options:**
 - GPA/Class Rank Calculation Options:**
 - Cumulative GPA:**
 - ☒ Weighted GPA
 - ☐ Bonus Points
 - ☒ Class Rank
 - Term GPA:**
 - ☐ Weighted GPA
 - ☐ Bonus Points
 - ☐ Unweighted GPA
 - ☐ Bonus Points
 - Credit Summary Display Options:**
 - ☒ Credit Summary
 - ☒ Earned Credits
 - ☒ Credit Units (Carnegie Units dropdown)
 - Standardized Testing Display Options:**
 - ☐ Display Best Score Only
 - ☒ Report Test Date as Year/Month
 - ☒ National Tests (National Code defined)
 - ☒ State Tests (State Code & Type defined)
 - ☐ District Tests
 - Report Display Options:**
 - Source:**
 - ☒ School CEEB Code
 - ☐ Counselor
 - Student:**
 - ☒ Student's Email
 - ☐ Legal Name
 - ☐ Legal Gender
 - ☐ Immunization
 - ☒ Race/Ethnicity
 - ☐ Report Comments
 - SSN:**
 - ☒ None
 - ☐ Partial
 - ☐ Full
 - Academic Record:**
 - ☒ Graduation Cohort Year
 - ☐ Repeat Course
 - ☒ Course Level
 - ☒ Diploma Date
 - ☒ Diploma Type
 - ☒ Diploma Name
 - ☒ State Seal
 - ☐ NCES/SCED Code
 - ☐ In-Progress Courses
 - ☐ Attendance
 - Course Number Display:**
 - ☐ Course Number
 - ☒ State Course Code

Figure 5 Report Preferences for eTranscript KY Standard Final screenshot

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Do not edit the KY Standard reports. If a school has need for additional reports, create new eTranscript reports with the desired report preferences. See Campus Community eTranscript Report Preferences [documentation](#) for details on all options.

Display Best Score Only - KDE does not recommend using this option. PESC does not support sending the test date for sub-tests. Kentucky colleges have told KDE they prefer to see all test scores and need the actual date for each score.

School CEEB Code – Parchment requires this field. The upload process will fail if it is missing.

Student's Email – Parchment recommends inclusion to allow emailing of registration links.

Immunization – Kentucky colleges have told KDE they do not need immunization data on the transcript.

Report Comments – Parchment is currently unable to display Report Comments on the PDF transcript.

Graduation Cohort Year – Used for roster creation and grouping of students in Parchment.

Course Level – Displays the course difficulty level when available.

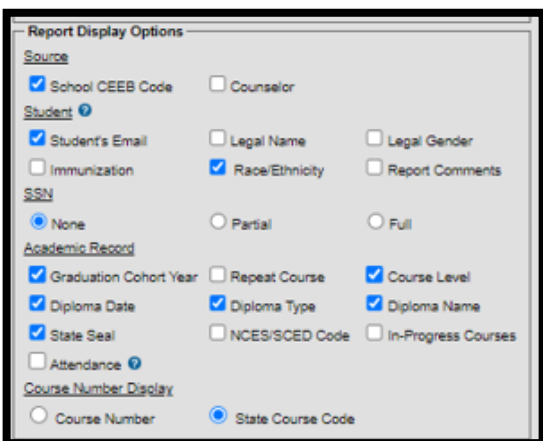
Attendance - If selected, the eTranscript will report all terms in a single annual grouping. Attendance is not included in the KDE Standard eTranscript reports for this reason. Kentucky colleges have told KDE that attendance data is rarely used.

Repeat Course – If selected this will indicate that an academic course has been repeated by a student.

Course Number Display – KDE recommends using State Course Code to avoid issues where course numbers may contain patterns that identify resource and collaborative courses.

Roll Forward

State Seal Preference - Has been added to the eTranscript Report Preferences. When marked and when the student has a State Seal record listed on their Graduation record the State Seal information reports on the eTranscript.



The screenshot shows a 'Report Display Options' dialog box with several sections. The 'Academic Record' section is expanded, showing options for 'Graduation Cohort Year', 'Diploma Date', 'State Seal', 'Repeat Course', 'Diploma Type', 'NCES/SCED Code', 'Course Level', 'Diploma Name', and 'In-Progress Courses'. The 'State Seal' option is checked. The 'Course Number Display' section at the bottom shows 'State Course Code' selected over 'Course Number'.

| Section | Option | Status |
|-----------------------|------------------------|-----------|
| Source | School CEEB Code | Checked |
| | Counselor | Unchecked |
| Student | Student's Email | Checked |
| | Legal Name | Unchecked |
| | Legal Gender | Unchecked |
| Immunization | Immunization | Unchecked |
| | Race/Ethnicity | Checked |
| SSN | None | Selected |
| | Partial | Unchecked |
| | Full | Unchecked |
| Academic Record | Graduation Cohort Year | Checked |
| | Repeat Course | Unchecked |
| | Course Level | Checked |
| | Diploma Date | Checked |
| | Diploma Type | Checked |
| | Diploma Name | Checked |
| | State Seal | Checked |
| | NCES/SCED Code | Unchecked |
| | In-Progress Courses | Unchecked |
| Attendance | Attendance | Unchecked |
| | | |
| Course Number Display | Course Number | Unchecked |
| | State Course Code | Selected |

Figure 6 Academic Record with the State Seal screenshot

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Districts that choose to recognize their State Seal students on their eTranscript can use the State Seal Information fields. For more information on the State Seal please see [Data Standard Graduation](#)

The screenshot displays the 'Graduation' tab in the Data Standard eTranscript system. The interface includes a top navigation bar with tabs: Behavior, Transportation, Fees, Lockers, **Graduation**, User Agree, Athletics, Carpool, Athletics, and AdHoc Letters. A 'Save' button is located at the top left of the main content area.

A message states: 'The following fields can only be filled out once a student has entered 9th grade: Date First Entered the 9th Grade, NGA Cohort End Year, NCLB Cohort End Year.'

The 'Enrollment Data: Unit Test Washington (802)' section is expanded, showing 'Graduation Detail: Unit Test Washington (802)'. Under 'General Graduation Information', the following fields are visible:

- Diploma Date: [Date Picker]
- Diploma Type: [Dropdown]
- Diploma Period: [Dropdown]
- Date First Entered the 9th Grade: 08/17/2006 [Date Picker]
- NGA Cohort End Year: 2010 [Dropdown]
- NCLB Cohort End Year: 2010 [Text Field]
- Post Grad Location: [Dropdown]
- Post Grad Plans: [Dropdown]
- Select Post Grad Plans from the droplist above.

The 'State Reporting Graduation Fields' section shows 'Expected Year of Graduation: [Text Field]'. Below this, the 'State Seal Information' section is highlighted with a red box. It contains a table with the following data:

| State Seal | Date Earned | Method | Proficiency Date | Language |
|---|--------------------------|------------------|--------------------------|--------------------------|
| Biliteracy: WA State Seal of Biliteracy | 08/08/2016 [Date Picker] | Q: National Exam | 08/04/2016 [Date Picker] | English (639) [Dropdown] |

An 'Add State Seal' button is located at the bottom left of the 'State Seal Information' section.

Figure 7 State Seal Information screenshot

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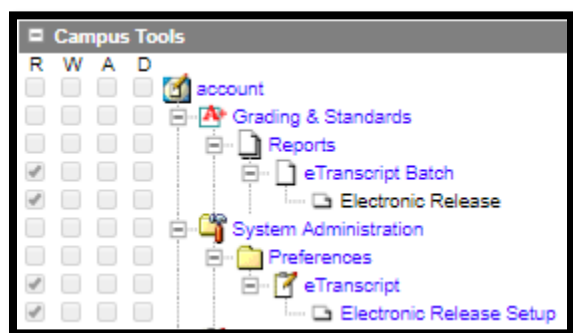
Setup Infinite Campus Tool Rights for eTranscript Functions

Tool Search: Add User Group

Select the eTranscript user group for your District

eTranscript Batch Minimum User Group Tool Rights

This process requires at least **R(ead)** rights to the **Electronic Release** subright of the eTranscript Batch report and **R(ead)** rights to the **Electronic Release Setup**. See Campus Community's [eTranscript Tool Rights](#) for more information.



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Generate and Release eTranscript Reports in a Batch

Tool Search: eTranscript Batch

To ensure current transcripts are available for release from the Parchment Credential Library, release transcripts from Infinite Campus for all impacted students when:

1. Grades are posted to transcripts
2. Graduation and Diploma information has been posted
3. Assessments included on transcripts are published from KDE or posted locally
4. Student's transcript is manually edited (individual release)

Counselors, registrars and other school staff involved in transcript processing must communicate when changes are made to transcripts, whether individually or en masse.

Parchment will automatically create a roster entry for a student the first time a transcript is released via eTranscript Batch. Including a student's email and cohort year facilitates roster creation in Parchment.

Note: Parchment's Credential Library contains the student's last transcript released from Infinite Campus. For changes above to be reflected in Parchment, another release must occur. The upload to Parchment may take several hours depending on the number of transcripts released. Before processing orders in Parchment make sure the Credential Library's Date Uploaded of the transcript reflects the latest Infinite Campus release date.

| Queued Time | Report Title | Status | Download | Electronic Release |
|------------------------|------------------------------------|-----------|----------------|------------------------|
| 03/02/2018 02:36:01 PM | Lafayette High School - 2018-03-02 | Completed | Get the report | Release |
| 03/02/2018 02:44:54 PM | Lafayette High School - 2018-03-02 | Completed | Get the report | Release |
| 03/02/2018 02:38:59 PM | Lafayette High School - 2018-03-02 | Completed | Get the report | Release |
| 03/01/2018 04:01:29 PM | Lafayette High School - 2018-03-01 | Released | Get the report | 03/01/2018 04:03:37 PM |
| 03/01/2018 12:08:23 PM | Lafayette High School - 2018-03-01 | Released | Get the report | 03/01/2018 01:05:29 PM |
| 03/01/2018 08:46:31 AM | Lafayette High School - 2018-03-01 | Released | Get the report | 03/01/2018 11:15:38 AM |
| 03/01/2018 08:45:53 AM | Lafayette High School - 2018-03-01 | Released | Get the report | 03/01/2018 10:56:23 AM |

Figure 8 eTranscript Batch Report screenshot

Generate eTranscript Reports

Using Grade or Ad hoc Filter Options

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1. Select the appropriate eTranscript report from the **Report** dropdown list
eTranscript KY Standard In Progress for current students to show In Progress Work or
eTranscript KY Standard Final for recent graduates and alumni requests.
2. Determine which students to include in the report, by **Grade** or by **Ad Hoc Filter**.
3. Enter an **Enrollment Effective Date** to filter the student set to only those students who are actively enrolled as of the entered date. This date only applies to the student selection when choosing a grade level.
4. Click the **Submit to Batch** button.

Using Search for Students Option

1. Select the appropriate eTranscript report from the **Report** dropdown list -
eTranscript KY Standard In Progress for current students to show In Progress Work or
eTranscript KY Standard Final for recent graduates and alumni requests.
2. Choose the **Search for Students** radio button.
3. Enter the desired search criteria (last name, first name, grade or student number).
4. Click the **Search** button. Matching results display in the left hand box.
5. Select the students by highlighting their name and click the right-facing arrow. This moves the student name to the right hand box. Once the student's name is selected and moved to the right, the name no longer displays in the Results List (left hand box). Click the left-facing arrow to move the student's name back to the left hand box. Only the student names in the Selected List (right hand box) are included in the report.
6. Click the **Submit to Batch** button.

Refresh Show top 50 tasks submitted between 02/22/2018 and 03/01/2018

| Queued Time | Report Title | Status | Download | Electronic Release |
|------------------------|------------------------------------|-----------|--------------------------------|-------------------------|
| 03/01/2018 08:46:31 AM | Lafayette High School - 2018-03-01 | Completed | Get the report | Release |
| 03/01/2018 08:45:53 AM | Lafayette High School - 2018-03-01 | Sending | | |

Figure 9 Batch Queue Status screenshot

Status: Each step takes several minutes. Click the **Refresh** button to update Status.

Queued - the submitted batch is waiting to process

Processing - the submitted batch is currently being processed

Completed - the submitted batch has finished processing (process alert message will be sent) and the user can get the report and/or release the XML file



| Process | Name |
|-----------------------|--|
| Batch Report Complete | Lafayette High School - 2018-03-01 |

Figure 10 Batch Report Complete process alert message

Sending - the submitted batch has processed and is being sent to the vendor

Released - the user has electronically submitted the batch to Parchment; the date and time of release displays

Error - the submitted batch could not complete the sending process due to an issue in the file (missing required fields, etc.)

Data Standard eTranscript

Rev. 7/1/2025

Completed and released reports display a **Get the report** link in the **Download** column. This displays the generated report in XML format.

Release XML eTranscript to Parchment

*This process requires at least **R(ead)** rights to the **Electronic Release** subright of the eTranscript Batch report.*

Once a report has completed, the report can be released. Click the **Release** link in the Electronic Release column of the Batch Queue editor. A Vendor Selection box will open; select *Parchment* from the Name dropdown list and click **OK**.

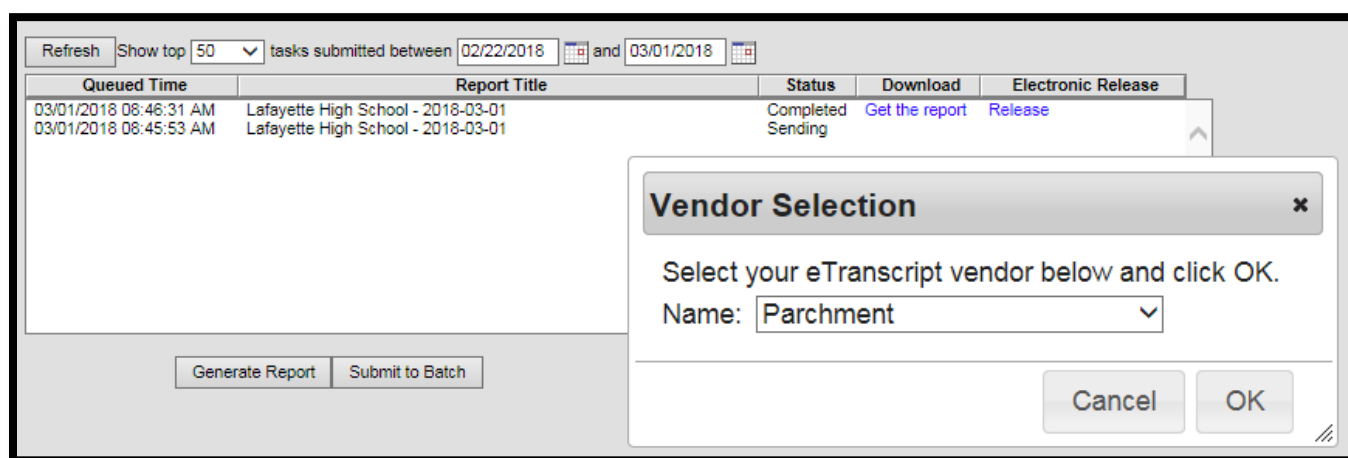


Figure 11 Batch Queue Status and Vendor Selection screenshots

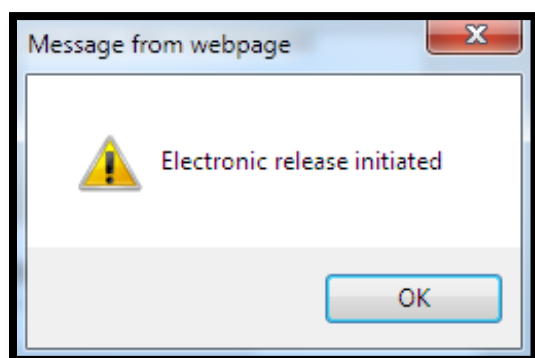


Figure 12 Electronic release initiated popup message screenshot

A popup message indicating electronic release has initiated displays. Click **OK**. When a date and time display in the Electronic Release column, the eTranscripts that were generated have been released. The Status column changes to **Sending**, and when it has sent, changes to **Released**. If there is an issue with the sending of the batch file, the status of **Error** displays. An error occurs when there are missing values in the XML output for a required field, or when a connection has failed. When an error occurs, the XML batch file is not released, and data is not submitted to the vendor.

Order Processing In Parchment

Parchment Location: [Parchment login](#)

KDE does not manage Parchment accounts. Contact Parchment about issues with accounts and order processing questions.

Parchment Contacts and Resources

Monica Fisher - Customer Success Manager, K12

Email: monica.fisher@parchment.com

Phone: 480-719-1646 Ext. 84062

Admin Support: (888) 662-0874

Resource and training materials are available after logging into Parchment with an administrator account.

To view the *Send User Guide* click on Support | Parchment Send | Getting Started | Send Users Guide | View Send Users Guide.



Figure 13 Parchment tabs screenshot

Parchment tabs

To Do – Shows orders waiting for processing.

History – Shows orders that have been processed. After processing, the transcript can be viewed here for 90 days.

Learners – Shows the school's roster of registered students in Parchment. Includes area to match student records.

Credentials – The Credential Library of all stored transcripts and other credentials. Check the **Date Uploaded** to ensure the current transcript is available before processing an order.

Order – Allows staff to submit a request on behalf of a student.

Analytics – Analysis of transcript volume, receivers and surcharges.

Settings – Account profile and preferences for Users. Includes options to define grading periods, pricing for alumni and defining of additional credentials used in Parchment.