

# Data Standard eTranscript

## Rev. 7/1/2024

### Ownership and History

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Office of Education Technology

**Revision history****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

**March 5, 2019**

Updated Data Steward

Updated hyperlinks

Added Infinite Campus Tool Rights

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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

- **Classic View:** *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

**Classic View:** System Administration | Preferences | eTranscript | Electronic Release 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 has 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

**Classic View:** Grading & Standards | Credit Groups

**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.

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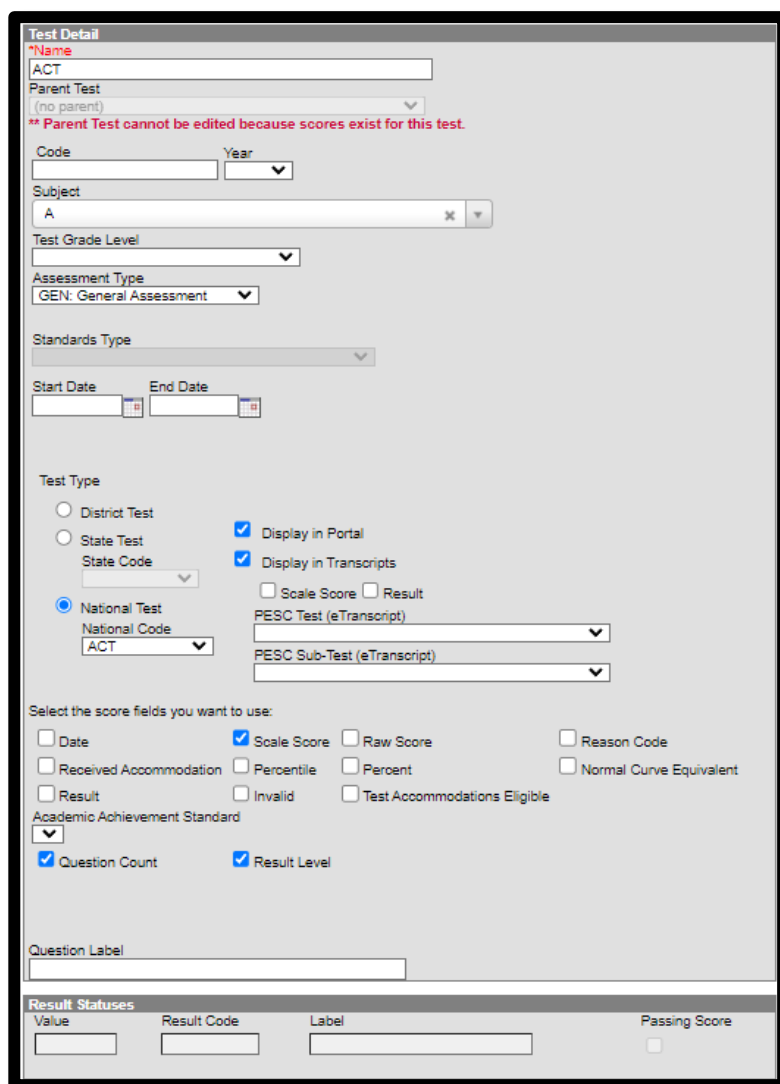
## PESC Mapping for Assessments

**Classic View:** Assessment | Test Setup

**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  
☒ National Test  
State Code  
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

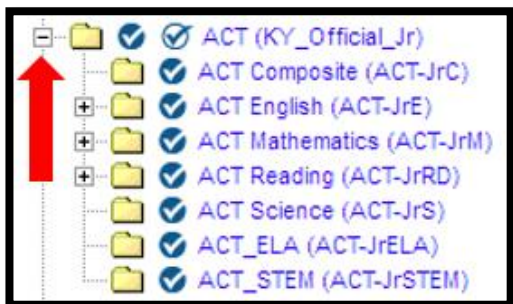
**Result Statuses**  
Value Result Code Label Passing Score

Figure 3 ACT Composite Test Detail screenshot

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1. Select **ACT (KY\_Official\_Jr)** from the **Tests** listing. All other fields are locked on state owned test detail screens.
  - 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

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Parent Name	Test Name	Display in Transcripts	Scale Score	PESC Test (eTranscript)	PESC Sub-Test (eTranscript)
-KY_Official_Jr:ACT	ACT Mathematics	Checked	Checked	ACT: The ACT	Math: Mathematics
-: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

**Classic View:** System Administration | Data Defining Tools | Code Defining

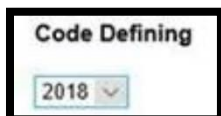
**Tool Search:** Code Defining

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.

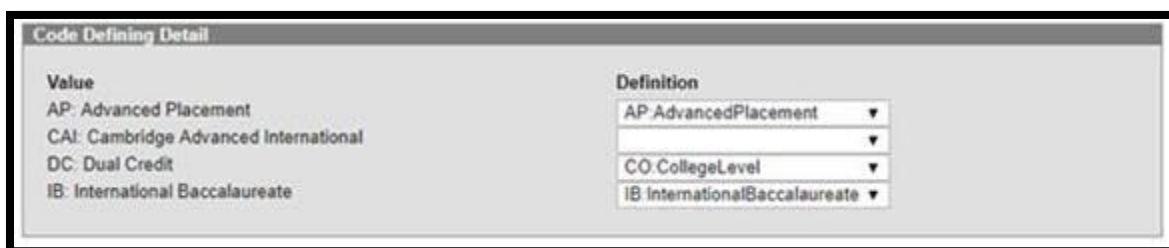
1. Select the Code Defining School year.



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

## PESC Mapping for Grade Set-up

**Classic View:** System Administration | Resources | Grade Level Definitions

**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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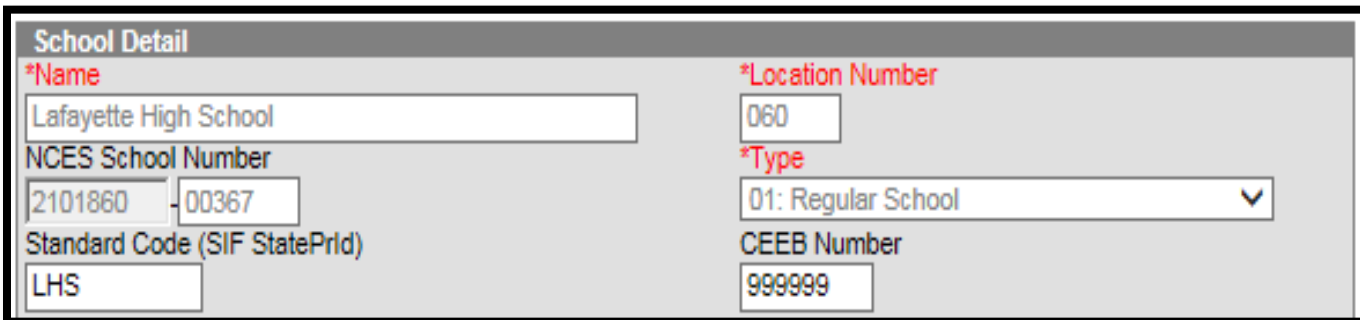
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### CEEB Setup

**Classic View:** System Administration | Resources | School

**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	
<b>*Name</b>	<b>*Location Number</b>
Lafayette High School	060
<b>NCES School Number</b>	<b>*Type</b>
2101860 - 00367	01: Regular School
<b>Standard Code (SIF StatePrId)</b>	<b>CEEB Number</b>
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](mailto:codecontrol@ets.org) for assistance.

## Report Setup

**Classic View:** System Administration | Preferences | Reports

**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 the 'eTranscript KY Standard Final' report. The interface is divided into several sections:

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

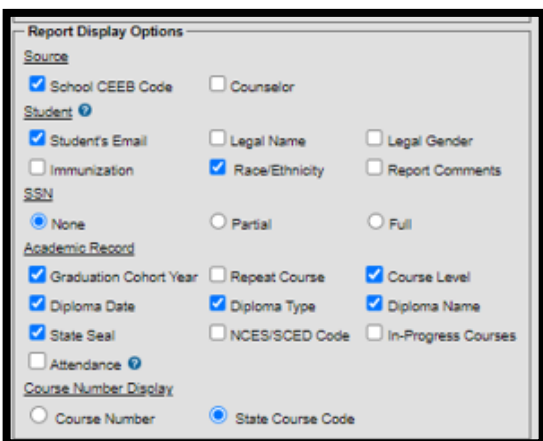
**Attendance** - If selected, the eTranscript will report all terms in a single annual grouping. Attendance is not included in the KDE Standard eTranscript reports for this reason. Kentucky colleges have told KDE that attendance data is rarely used.

**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 window titled "Report Display Options" with several sections of settings. The "Academic Record" section is highlighted. Within this section, the following options are visible:

- ☒ Graduation Cohort Year
- ☒ Diploma Date
- ☒ State Seal
- ☐ Attendance
- ☐ Repeat Course
- ☒ Race/Ethnicity
- ☐ NCES/SCED Code
- ☒ Course Level
- ☒ Diploma Type
- ☒ Diploma Name
- ☒ In-Progress Courses

Other sections visible include "Source" (with ☒ School CEEB Code and ☐ Counselor), "Student" (with ☒ Student's Email, ☐ Legal Name, ☐ Legal Gender, ☐ Immunization, and ☒ Report Comments), and "SSN" (with ☒ None, ☐ Partial, and ☐ Full). The "Course Number Display" section at the bottom has ☐ Course Number and ☒ State Course Code.

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 for Behavior, Transportation, Fees, Lockers, Graduation (selected), User Agree, Athletics, Carpool, Athletics, and AdHoc Letters. Below the navigation bar is a 'Save' button. 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 main form area is divided into sections: 'Enrollment Data: Unit Test Washington (802)', 'Graduation Detail: Unit Test Washington (802)', and 'General Graduation Information'. The 'General Graduation Information' section contains fields for Diploma Date, Diploma Type, Diploma Period, Date First Entered the 9th Grade (08/17/2006), NGA Cohort End Year (2010), NCLB Cohort End Year (2010), Post Grad Location, and Post Grad Plans. Below this is the 'State Reporting Graduation Fields' section with an 'Expected Year of Graduation' field. At the bottom, the 'State Seal Information' section is highlighted with a red box. It contains a table with columns: State Seal, Date Earned, Method, Proficiency Date, and Language. The table has one row with the following data: 'Biliteracy: WA State Seal of Biliteracy', '08/08/2016', 'Q: National Exam', '08/04/2016', and 'English (639)'. An 'Add State Seal' button is located below the table. Two red arrows point to the 'State Seal Information' section and the 'Expected Year of Graduation' field.

State Seal	Date Earned	Method	Proficiency Date	Language
Biliteracy: WA State Seal of Biliteracy	08/08/2016	Q: National Exam	08/04/2016	English (639)

Figure 7 State Seal Information screenshot

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### Setup Infinite Campus Tool Rights for eTranscript Functions

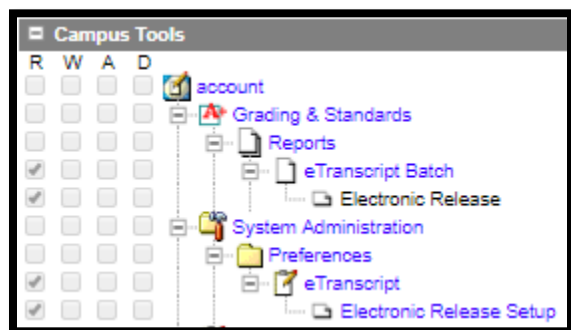
**Classic View:** System Administration | User Security | User Groups

**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

**Classic View:** Grading & Standards | Reports | eTranscript 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.

**eTranscript Batch Report**

This tool will create a batch of electronic transcripts for upload to third party vendors of choice. An eTranscript for this batch tool should be designed in System Admin > Preferences > Reports and selected from the Report Options list.

\*Report: **eTranscript KY Standard Final**

Which students would you like to include in the report?

☐ Grade **All Students**

☐ Ad Hoc Filter

Enrollment Effective Date: **03/05/2018**

☒ Search for Students

Last Name: **estud**

First Name:

Grade:

Student #:

Search

Student List:

- Astudent: AP (12) 60520144
- Astudent: AP2 (12) 60700115
- Astudent: Absenteeism (12) 1706000058
- Astudent: Adv Diploma G (12) 141020120
- Astudent: Edmonson T (11) 180600001
- Astudent: Hispanic (12) 140150053
- Astudent: Transfer (12) 170600030

CTRL-click and SHIFT-click for multiple

Refresh Show top 50 tasks submitted between **02/26/2018** and **03/05/2018**

Queued Time	Report Title	Status	Download	Electronic Release
03/02/2018 02:56:01 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 02:38:58 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 12:05:23 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

Generate Report Submit to Batch

Figure 8 eTranscript Batch Report screenshot

## Generate eTranscript Reports

### Using Grade or Ad hoc Filter Options

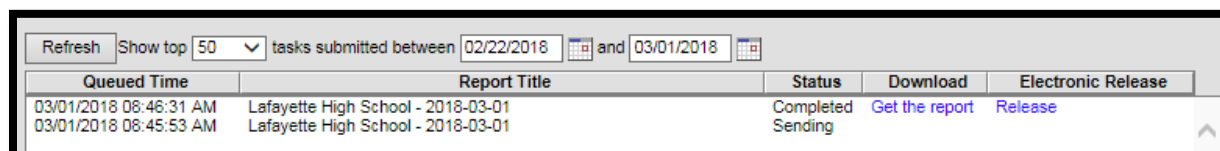
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1. Select the appropriate eTranscript report from the **Report** dropdown list  
*eTranscript KY Standard In Progress* for current students to show In Progress Work or  
*eTranscript KY Standard Final* for recent graduates and alumni requests.
2. Determine 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.



Queued Time	Report Title	Status	Download	Electronic Release
03/01/2018 08:46:31 AM	Lafayette High School - 2018-03-01	Completed	<a href="#">Get the report</a>	<a href="#">Release</a>
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



<input type="checkbox"/>	!	Process	Name
<input type="checkbox"/>		Batch Report Complete	<a href="#">Lafayette High School - 2018-03-01</a>

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. 7/1/2024

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

## Data Standard eTranscript

Rev. 7/1/2024

### 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**.

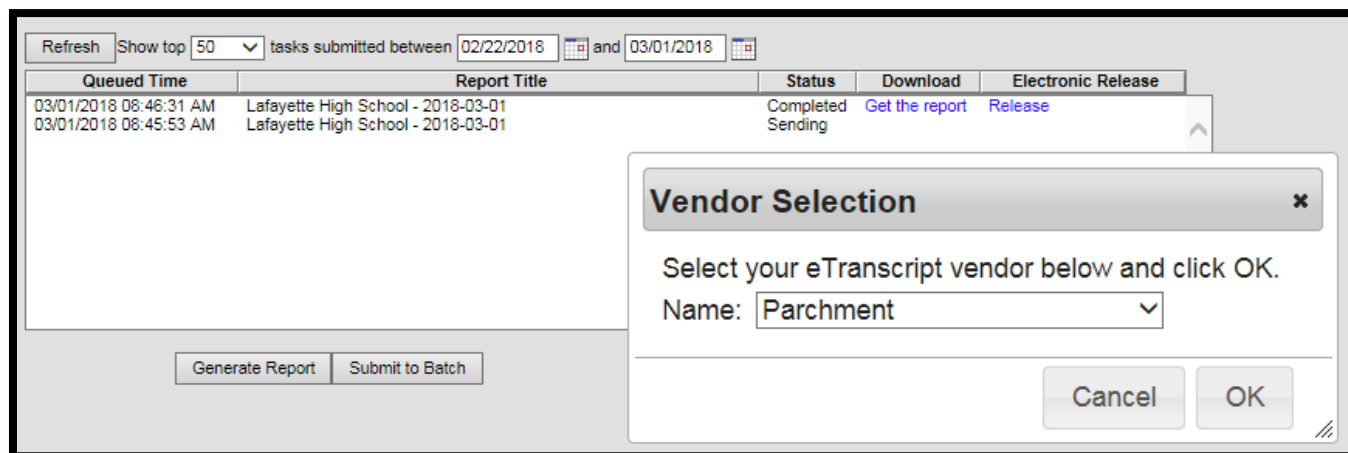


Figure 11 Batch Queue Status and Vendor Selection screenshots

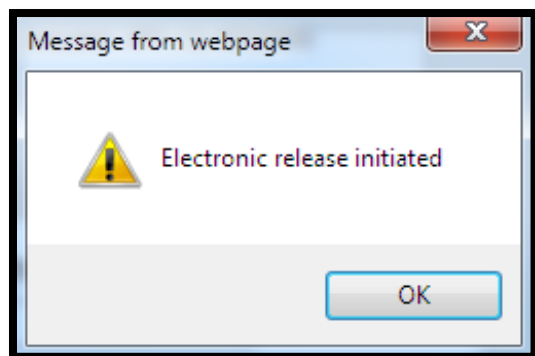


Figure 12 Electronic release initiated popup message screenshot

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

Raquel Asencio - Sr. Customer Success Manager, K12 and Team Lead

Email: [raquel.asencio-garcia@parchment.com](mailto:raquel.asencio-garcia@parchment.com)

Phone: (480) 856-6627

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.