

Data Standard eTranscript

Rev. 9/5/2025

Ownership and History

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Office of Education Technology

Revision history**September 5, 2025**

Updated Parchment contact information

August 1, 2025

Updated alumni record date

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

Data Standard eTranscript

Rev. 7/1/2025

June 18, 2020

Updated screenshots for Code Defining Detail

Added specific language for Diploma type PESc mapping regarding graduation dates

Contents

Ownership and History	1
Overview	3
Infinite Campus Setup	4
Credit Group Setup	5
PESC Mapping for Assessments	6
PESC Mapping for Diploma Type	9
PESC Mapping for Grade Set-up.....	11
CEEB Setup.....	12
Report Setup	13
Setup Infinite Campus Tool Rights for eTranscript Functions	16
Generate and Release eTranscript Reports in a Batch.....	17
Generate eTranscript Reports	17
Release XML eTranscript to Parchment	19
Order Processing In Parchment.....	20

Data Standard eTranscript

Rev. 7/1/2025

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 30 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](#)

Data Standard eTranscript

Rev. 7/1/2025

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.

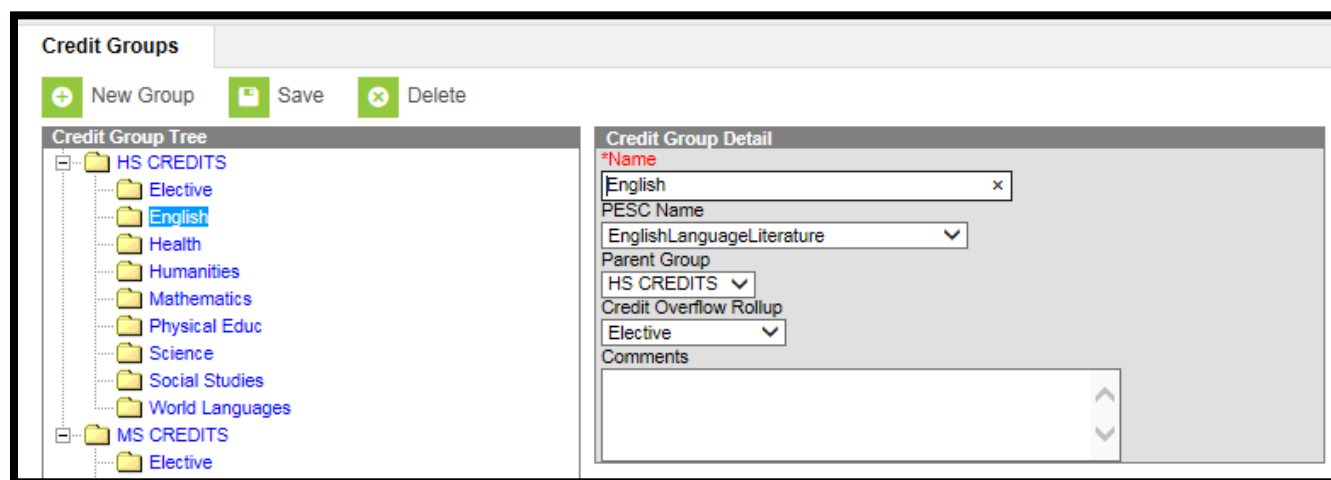


Figure 2 Screenshot of defining a Credit Group

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.

Data Standard eTranscript

Rev. 7/1/2025

- 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

Data Standard eTranscript

Rev. 7/1/2025

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.

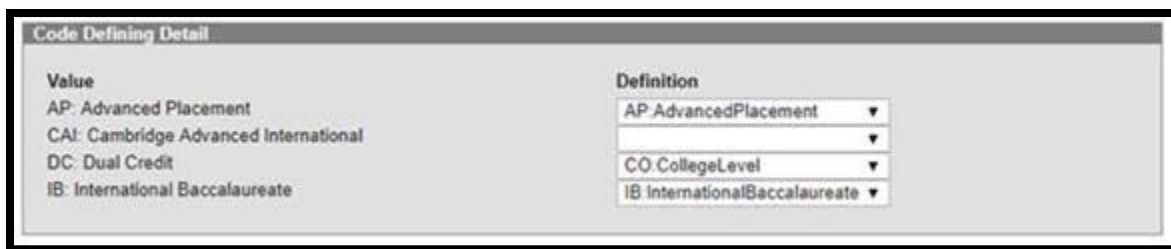
1. Select the Code Defining School year.



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


Data Standard eTranscript

Rev. 7/1/2025

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	Choose a year... ▾
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Data Standard eTranscript

Rev. 7/1/2025

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

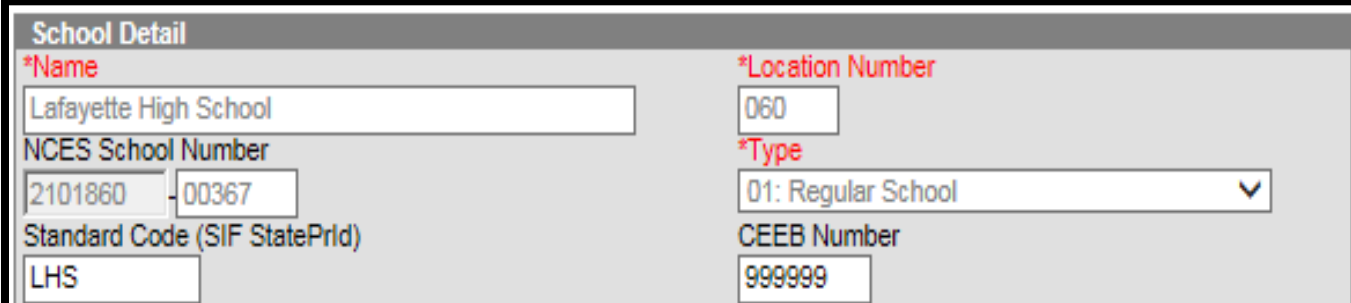
Data Standard eTranscript

Rev. 7/1/2025

CEEB Setup

Tool Search: School Information

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



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 'Reports' management interface. At the top, there are buttons for 'New', 'Save', and 'Delete'. The 'Report Detail' section includes a text field for 'Name' (eTranscript KY Standard Final), a dropdown for 'Type' (eTranscript), and a 'Description' field (Kentucky's standard for final eTranscripts with diploma information. Use for graduates and al). To the right, 'Available in' checkboxes are shown for 'Instruction', 'Portal - Active', and 'Portal - Historical'. The 'Report Options' section is divided into several categories: 'GPA/Class Rank Calculation Options' (with sub-sections for Cumulative GPA and Term GPA, each having checkboxes for Weighted GPA, Unweighted GPA, Bonus Points, and Class Rank); 'Credit Summary Display Options' (with checkboxes for Credit Summary, Earned Credits, and Credit Units, and a dropdown for Carnegie Units); 'Standardized Testing Display Options' (with checkboxes for Display Best Score Only, Report Test Date as Year/Month, National Tests, State Tests, and District Tests); 'Report Display Options' (with sub-sections for Source, Student, SSN, Academic Record, and Course Number Display, each containing various checkboxes for data fields like School CEEB Code, Student's Email, Graduation Cohort Year, etc.).

Figure 5 Report Preferences for eTranscript KY Standard Final screenshot

Data Standard eTranscript

Rev. 7/1/2025

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.

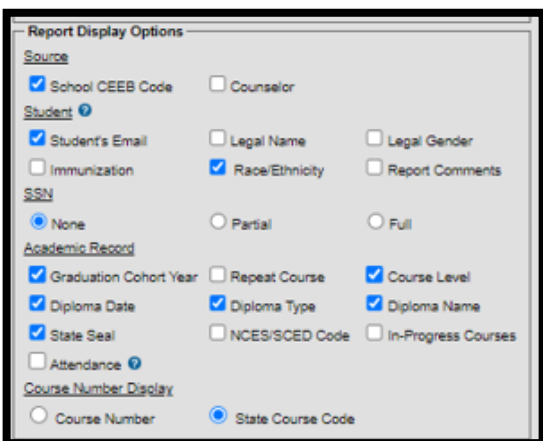
Attendance - If selected, the eTranscript will report all terms in a single annual grouping. Attendance is not included in the KDE Standard eTranscript reports for this reason. Kentucky colleges have told KDE that attendance data is rarely used.

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
	Report Comments	Unchecked
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
Course Number Display	Course Number	Unchecked
	State Course Code	Selected

Figure 6 Academic Record with the State Seal screenshot

Data Standard eTranscript

Rev. 7/1/2025

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 shows the 'Graduation' tab in the Data Standard eTranscript system. The 'State Seal Information' section is highlighted with a red box, and red arrows point to it from the 'General Graduation Information' section above.

State Seal Information

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)

[Add State Seal](#)

Figure 7 State Seal Information screenshot

Data Standard eTranscript

Rev. 7/1/2025

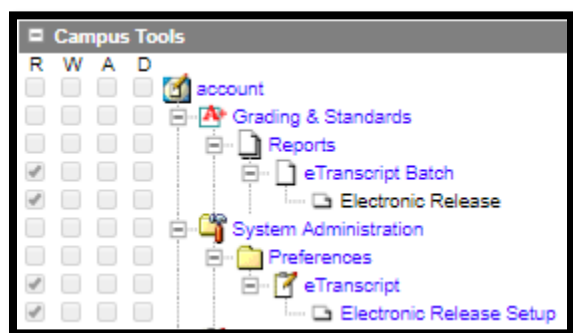
Setup Infinite Campus Tool Rights for eTranscript Functions

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.



Data Standard eTranscript

Rev. 7/1/2025

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.

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: 14, 09, 10, 11

☐ 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) 1410201120
Astudent: Edmonson T (11) 180600001
Astudent: Hispanic (12) 140150053
Astudent: Transfer (12) 1706000030

CTRL-click and SHIFT-click for multiple

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

Generate Report Submit to Batch

Figure 8 eTranscript Batch Report screenshot

Generate eTranscript Reports

Using Grade or Ad hoc Filter Options

Data Standard eTranscript

Rev. 7/1/2025

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**.

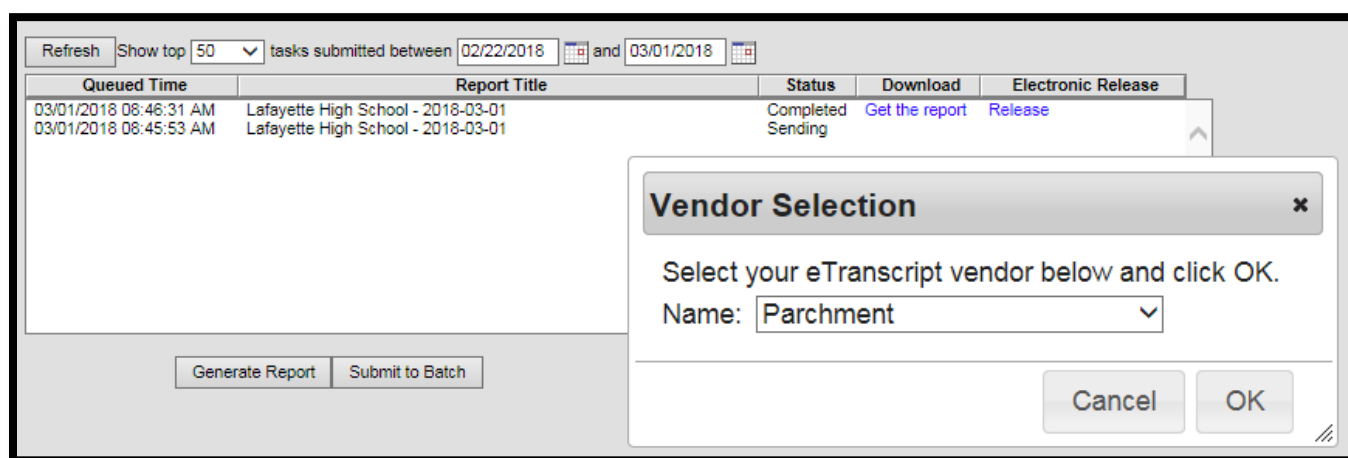


Figure 11 Batch Queue Status and Vendor Selection screenshots

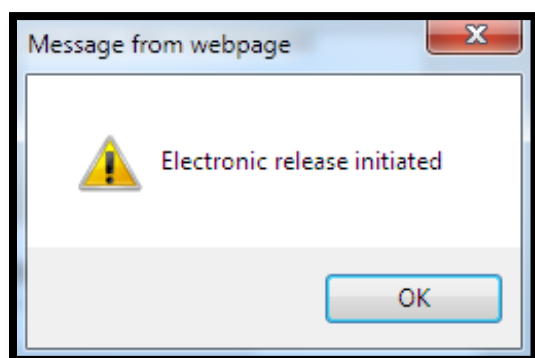


Figure 12 Electronic release initiated popup message screenshot

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@instructure.com

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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.