

From: Conner, Dede - KDE Division Director
Sent: Monday, March 9, 2026 3:19 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Kentucky Final Transcripts: End-of-Year Submission Training

KSIS Points of Contact,

Please share this information with high school counselors, registrars and any other staff who work with transcripts, and encourage them to attend the Parchment Kentucky Final Transcripts: End-of-Year Submission webinar.

Kentucky Final Transcripts: End-of-Year Submission Training

Parchment is offering this training to help schools prepare for end-of-year transcript processing. The training will include a review of the transcript process and the appropriate settings. Parchment, Infinite Campus, and KDE representatives will be available to answer your transcript questions.

- The same training will be offered on two dates:
 - Thursday, March 19 at 10:00 a.m. ET
 - Tuesday, April 21 at 10:00 a.m. ET
- [Register here in advance](#)
- Location: Parchment Zoom – Webinar links will be sent to those who have registered for the training.
- Live participation is encouraged but the training will be recorded and available following the training dates in the [KDE Media Portal](#).
- EILA credit will be available. Registration is required for EILA credit.

Kentucky universities continue to bring up issues caused by incomplete or untimely electronic transcripts. These issues are easily avoidable. Help make sure your students aren't impacted! As a reminder, Parchment is the statewide standard platform for electronic transcripts, and Kentucky universities rely on schools to release transcripts promptly through the platform so student applications can be processed efficiently.

A training announcement was also included in the [March KSIS Infinite Campus News](#), and last week's Commissioner's message.

Thank you for continuing to promote this opportunity within your district.

DeDe Conner

Division Director, Chief Data Officer
Division of School Data Services
Office of Education Technology

Phone: (502) 564-2020 ext. 2208
Email: dede.conner@education.ky.gov
300 Sower Blvd – 4th floor
Frankfort, KY 40601
Twitter: @KyDeptofEd



This email may contain confidential data or information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the named addressee you should not disseminate, distribute, or copy this e-mail, and you are requested to notify the sender immediately.