

From: Conner, Dede - KDE Division Director

Sent: Thursday, May 29, 2025 8:51 AM

To: All State KSIS Contacts

Subject: KSIS Notification: Training Today at 1 pm ET/12 CT - Preparing for Final Transcript Season

This is a reminder of your opportunity to attend the one-hour training designed to help Kentucky schools prepare for the final transcript season. The session takes place today at 1 p.m. ET/12 p.m. CT. The Teams link is provided below; registration is not required to participate but it is required to receive EILA credit.

Over 200 district staff members have already registered and should have received their Teams Meeting invitation and presentation slides. The training is open to all school staff, and we ask you to encourage new high school counselors, registrars, or any staff who work with transcripts to attend. As a reminder, Parchment is the state standard for electronic transcripts, and Kentucky universities rely on schools to release transcripts through Parchment to ensure the timely processing of students' applications.

Event: Preparing for Final Transcript Season: Best Practices for Success

When: Thursday, May 29, at 1 p.m. ET/2 p.m. CT

Registration: [Click here now to register.](#) To receive EILA credit for participation, you must register.

Q&A: We encourage you to ask questions during the training using the Microsoft Teams Q&A feature, as GoSoapBox is no longer be used.

Microsoft Teams [Need help?](#)

[Click here to join the meeting.](#)

Meeting ID: 296 974 357 814 1

Passcode: en6YF3NB

Answers to Frequently Asked Questions:

- Will the training be recorded?
Yes, the video will be available on the KDE Media Portal under the KSIS Archive tab for May.
- Is the training accessible?
If you require accommodations, please contact KDE Data Services in advance to ensure accessibility.
- Will I be eligible to receive EILA Credit?
Yes, participants must register and complete the post-training survey. Certificates will be distributed via email. Please check your Junk folder if you do not see it in your inbox.
- How do I get a copy of the presentation slides?
Slides were provided to those who pre-registered. If you won't be able to attend or register late and would like to receive the slides, send a request to [KDE Data Services](#).
- What if I can't join the Teams link?
The training will be live-streamed on the [KDE Media Portal](#); however, you won't have access to the Q&A feature that's available if you join the Teams meeting.

Thank you for your help to ensure the appropriate individuals in your district get this information!