

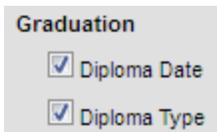
**From:** [Burton, Linda - Division of Enterprise Data](#)  
**To:** [All State KSIS Contacts](#)  
**Subject:** KSIS Notification - Final eTranscripts for Graduates  
**Date:** Tuesday, June 17, 2014 12:36:05 PM  
**Attachments:** [image001.png](#)

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KSIS Contact,

Please ensure that your high school(s) IC preferences for eTranscripts are complete and correct. Specifically ensure that Graduation Diploma Date and Diploma Type are checked. (See illustration below.) If final eTranscripts have been released from a school where these settings were not checked, the school will need to resend those final transcripts after making the Graduation selections. Path: System Administration > Preferences > eTranscript

KDE has been made aware that some schools have released eTranscripts that were incomplete due to improper settings. Colleges require that final transcripts have the diploma type and graduation date. Also, please remember that graduates have until August 1 to use the eTranscripts service at no charge.



If you have any questions about eTranscript configuration, contact Lisa Keeter by [email](#) or at (502) 564-2020 ext. 2462.

Thank you.

Linda Burton  
Division of Enterprise Data  
(502) 564-2020, Ext. 2461