

From: [Burton, Linda - Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Subject: KSIS Notification - eTranscripts
Date: Wednesday, November 20, 2013 4:13:34 PM
Attachments: [image007.png](#)

KSIS Contact:

Please share this information with high school counselors.

Infinite Campus release 1342.3 corrected known issues affecting the eTranscripts for students in particular scenarios. School counselors are encouraged to review transcripts to ensure issues have been resolved. Counselors can follow the steps provided below to view a student's transcript online. It is also recommended that schools have the affected students request new transcripts and that they review them prior to sending to postsecondary schools. The system provides students the option to have a copy of their transcript sent to the student's email account.

KDE has received reports of issues with credit summaries and ACT scores which have been determined to be due to settings selected in district setup. The eTranscript setup instructions have been updated and are available [here](#). More information on eTranscripts including the status of district registration is available [here](#). Please contact [Lisa Keeter](#) if you have any questions about eTranscript district setup.

To view a student's eTranscript:

- a. In Parchment, go to the Report tab.

parcment EXCHANGE

Send Settings Members Alerts Support Sign Out

To Do List (2) Document Requests (0) Invite Students Web Upload Report

Documents Sent

Use any combination of the fields below to search for a particular student, document type, or range of documents.
To request an eSSR for a student, check the "View only students that placed transcript requests without associated eSSR requests" checkbox.

Student First Name: Date Requested: to

Student Last Name: Date Approved: to

Receiver: Date Delivered: to

DIDs: Document Status:

Class Of: Document Type:

View only students that placed transcript requests without associated eSSR requests

Clear All Search

450 records match your selected search criteria. Click a column heading to re-sort the results.

DIDs Document Type	Student Name Document Information	Class Of Date Requested	Date Approved Date Delivered	Receiver Document Status
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- b. Search by student name.
- c. Once the report populates, you will see the DID # link. (This link will be

available for 90 days after sending the transcript.)

d. Click the DID# link to view an image of the transcript that was sent.

Thank you.

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