

# KSIS Notification: eTranscripts Registration Reminder

Subject	<b>KSIS Notification: eTranscripts Registration Reminder</b>
From	Conner, Dede - Director, Division of Enterprise Data
To	All State KSIS Contacts
Sent	Wednesday, July 24, 2013 6:45 PM

Districts have been asked to register to go live with eTranscripts by July 31<sup>st</sup>. This requires a short registration and the selection of the go-live month. Districts have the option of going live between July and March; there is a limit of 25 each month so those that register first have more options. More information about the eTranscript project is available on-line [here](#).

Superintendents were sent the following message in the [7/12/13 Fast Five from Commissioner Holliday](#).

***eTranscript Registration*** - As noted in the message to superintendents on [June 11](#), Kentucky is moving to an electronic transcript for all Kentucky high schools and need districts to register. Information on this initiative is available on the eTranscript [webpage](#).

**Superintendents are asked to designate a district representative that will register the district for participation by July 31.** Districts have the option of selecting which month they will implement/transition to the new eTranscript service. Registration is quick and easy by following these steps:

1. Go to: <https://exchange.parchment.com/d/districtreg/KY2013>.
2. Follow the step by step instructions to confirm that the district and school information is correct and provide primary contacts for each school.
3. Review and accept the Service Agreement.

**Note: Once your district has completed registration, each school within your district will need to sign on and complete its enrollment.**

If you have questions about this process, contacts are:

**District Registration Contact -**

Case Fritz, Manager, State Initiatives, Parchment

[cfritz@parchment.com](mailto:cfritz@parchment.com)

(480) 719-1646, ext.1035

**Kentucky eTranscript Contact -**

DeDe Conner, Director, Division of Enterprise Services

[dede.conner@education.ky.gov](mailto:dede.conner@education.ky.gov)

(502) 564-2020, ext. 2208

The following districts have completed the registration. If your district is not on this list please check with the superintendent to determine who has been assigned this responsibility and encourage them to complete the registration by early next week.

Ashland Independent

Bell County

Bourbon County

Bowling Green Independent  
Bracken County  
Caldwell County  
Corbin Independent  
Dayton Independent  
Edmonson County  
Elizabethtown Independent  
Elliott County  
Eminence Independent  
Erlanger-Elsmere Independent  
Estill County  
Fort Thomas Independent  
Glasgow Independent  
Grayson County  
Harlan Independent  
Henry County  
Hopkins County  
Jefferson County  
Knox County  
Logan County  
Mason County  
McLean County  
Murray Independent  
Owen County  
Pineville Independent  
Powell County  
Pulaski County  
Rockcastle County  
Taylor County  
Washington County

Thanks for your assistance

*DeDe Conner*

**Director, Division of Enterprise Data  
Office of Knowledge Information Data Services "KIDS"  
Kentucky Department of Education  
500 Mero Street #503  
Frankfort, KY 40601  
Phone: 502-564-2020 x2208  
Fax: 502-564-1519  
dede.conner@education.ky.gov**

The Kentucky Department of Education wants your input on the agency's customer service efforts. Please take a moment to complete an online survey, which may be accessed at [https://www.surveymonkey.com/s/KDE\\_customer\\_service\\_2013](https://www.surveymonkey.com/s/KDE_customer_service_2013). All responses will remain anonymous.

