Data Standard eTranscript
Rev. 6/18/2020

Ownership and History

Standard prepared by:
Kimberly Walters

Data steward(s)
Kimberly Walters, (502) 564-2020, ext. 2474

Office(s)
Office of Education Technology

Revision history

June 18, 2020
Updated screenshots for Code Defining Detail
Added specific language for Diploma type PESC mapping regarding graduation dates

August 23, 2019
Updated Data Steward

March 5, 2019
Updated Data Steward
Updated hyperlinks
Added Infinite Campus Tool Rights

October 10, 2018
Converted to accessible format

Feb 12, 2020
Updated Data Steward

June 10, 2020
Updated hyperlinks

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Overview

Description
Parchment is the Kentucky standard for electronic transcripts. Kentucky Department of Education (KDE), Kentucky Higher Education Assistance Authority (KHEAA), and Council on Postsecondary Education (CPE) cover the Parchment charges for current students and recent graduates to send electronic transcripts. Student will incur charges when requesting mailed transcripts. Alumni must pay for their transcripts.   Graduates become alumni on Aug 1 of their graduation year.

Regulation citation(s)
- Kentucky Educational Excellence Scholarship (KEES) program 11 KAR 15:090; KRS 158.007(8); KRS 164.098

Data use
- KEES Audits
- College Admissions
- Scholarship Applications
- Job Applications

Related ad-hoc filters and reports
- *Path: Ad Hoc Reporting / Data Export / State Published / student Transcript Entry without a State Course Code* (To find transcript entries that do not have a state course code)

Training
Campus Community eTranscript Batch documentation and video.
Campus Community eTranscript Report Preferences documentation

KDE's eTranscript webpage contains documentation and recorded Parchment trainings
   Kentucky Back To School Webinar
   Kentucky Back to School PowerPoint Presentation

Related Data Standards: Course, Dual Credit Course and Grades

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Infinite Campus Setup

Electronic Release Setup

Campus Path: System Administration / Preferences / eTranscript / Electronic Release Setup

The district must define the electronic release settings once per vendor. The Parchment setup was loaded for districts in March 2018.

Figure 1 Electronic Release Setup screenshot

Field Values for Parchment Setup
Name: Parchment
Auth Server: https://api.parchment.com
Auth Path: /send-library-api/v1/oauth/token
Upload Server: https://api.parchment.com
Upload Port: 80
Upload Path: /send-library-api/v1/pesc/highschool/transcript/1.3.0
Consumer Key: District specific and provided by Parchment
Consumer Secret: District specific and provided by Parchment
User Name: District specific and provided by Parchment
Password: District specific and provided by Parchment

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Credit Group Setup

Campus Path: Grading & Standards / Credit Groups

Credit Groups define how credits earned by students are counted on the transcripts and are used in tracking a student's progress towards graduation. Credits on the transcript will display chronologically, but a summary of student work is available on the transcript showing the number of credits in each category defined in the Credit Group.

eTranscript only includes credits from credits groups with a PESC Name in Credit Group Details. Only Credit Groups for high school credits should use a PESC Name.
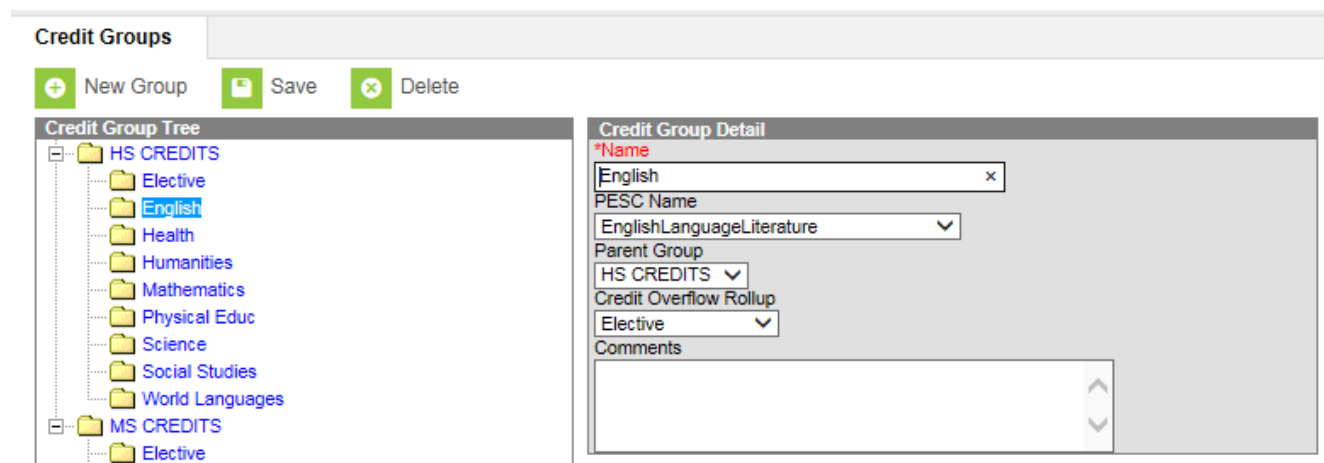

Figure 2 Screenshot of defining a Credit Group

Name – Name of the credit group.

PESC Name – Required to display on eTranscript. Choose the best match for the Credit Group's content.

Parent Group – Credit group that is associated with this credit type.

Credit Overflow Rollup – Indicates where the student receives credit when the student has met the credit requirement of the designated credit type and where the additional credit should now be placed.

PESC Mapping for Assessments

Campus Path: Assessment / Test Setup

eTranscript only includes assessments that have the necessary settings.

KDE's agreement with ACT allows displaying state administered ACT assessment scores on transcripts. Beginning with the March 2013 scores, these test scores are available as **ACT (KY_Official_Jr)** and student purchased ACT scores are available as **ACT (KY_Reported_NATL)**. **ACT (KDE)** contains a mixture prior State administered Junior scores and student purchased National scores. **ACT (KY_Reported_NATL)** and **ACT (KDE)** no longer default to be marked as **Displays in Transcript**. If applicable, replicate these settings for locally loaded assessments to appear on the Kentucky eTranscript.

However, districts should be familiar with their local agreements with ACT as to what data can be provided to third parties before posting to transcripts.

Figure 3 ACT Composite Test Detail screenshot

1. Select **ACT (KY_Official_Jr)** from the *Tests* listing. All other fields are locked on state owned test detail screens.
   a. Confirm **Display in Transcripts** is checked.
   b. Confirm **Scale Score** is unchecked for this level only.
   c. Confirm **PESC Test (eTranscript)** has a value of **'The ACT'.**
   d. Confirm **PESC Sub-Test (eTranscript)** has a value of **'Total'.**
   e. Checking **Display in Portal** is a district choice.
2. Expand the **ACT (KY_Official_Jr)** test to reveal the sub-tests.

3. Select **ACT Composite** from the sub-tests under **ACT (KY_Official_Jr)**.
   a. Confirm **Display in Transcripts** is checked.
   b. Confirm **Scale Score** is checked.
   c. Confirm **PESC Test (eTranscript)** has a value of **'The ACT'**.
   d. Confirm **PESC Sub-Test (eTranscript)** has a value of **'Composite'**.
   e. Checking **Display in Portal** is a district choice. It should match for all sub-tests of the

same test.
4. Repeat Step 3 for each sub-test selecting the PESC Sub-Test that is most appropriate (see Table 1 for recommendations). The post-secondary schools do not need the content test subscores, such as Rhetorical Skills, so those settings should be blank.
5. Repeat Steps 1 through 4 above for any other assessments that should populate on the transcript using your best judgment to select the PESC name.

Table 1 Recommended ACT to PESC Alignments

Parent Name	Test Name	Display in Transcripts	Scale Score	PESC Test (eTranscript)	PESC Sub-Test (eTranscript)
	ACT (KY_Official_Jr)	Checked	Unchecked	ACT: The ACT	Total: Total
-KY_Official_Jr:ACT	ACT Composite	Checked	Checked	ACT: The ACT	CompositeScore: Composite
-KY_Official_Jr:ACT	ACT English	Checked	Checked	ACT: The ACT	English: English
-:ACT English*	1 Usage-Mechanics*	Unchecked*	Unchecked*	n/a	n/a
-:ACT English*	2 Rhetorical Skills*	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT Mathematics	Checked	Checked	ACT: The ACT	Math: Mathematics
-:ACT Mathematics*	1 Pre-Algebra-Elementary Algebra*	Unchecked*	Unchecked*	n/a	n/a
-:ACT Mathematics*	2 Intermediate Algebra-Coordinate Geometry*	Unchecked*	Unchecked*	n/a	n/a
-:ACT Mathematics*	3 Plane Geometry-Trigonometry*	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT Reading	Checked	Checked	ACT: The ACT	Reading: Reading
-:ACT Reading*	1 Social Studies-Sciences*	Unchecked*	Unchecked*	n/a	n/a
-:ACT Reading*	2 Arts-Literature*	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT Science	Checked	Checked	ACT: The ACT	Science: Science
-KY_Official_Jr:ACT	ACT_ELA	Unchecked*	Unchecked*	n/a	n/a
-KY_Official_Jr:ACT	ACT_STEM	Unchecked*	Unchecked*	n/a	n/a

*ACT stopped providing scores for the subject subtests in 2017-18. If Displays in Transcripts is checked, the label will show but the score will be blank when not available.

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PESC Mapping for Diploma Type
Campus Path: System Administration / Data Defining Tools / Code Defining

eTranscript Batch functionality requires a PESC Mapping for Diploma Type and Difficulty Level be defined each year at the district level via Code Defining.

Graduation dates will not display on eTranscript without the Diploma Type being PESC mapped.

This should be done locally; publishing these definitions from State Edition would overwrite district choices, possibly creating incorrect definitions.

1. Select the Code Defining School year.

Code Defining

2018 ⌄

2. Select Object: Difficulty Level with Type: PESC Mapping. If this option is not displayed in the Code Defining List, it may require using Add Missing Objects. See Campus Community article for more information.

Code Defining

Object	Type
English Proficiency	Definition
Homeless	Definition
Migrant	Definition
Special Ed Status	Definition
State End Status	Definition
State Start Status	Definition
Difficulty Level	PESC Mapping
Diploma Type	PESC Mapping

3. Select the best match for each value that needs to be included on eTranscript.

Code Defining Detail

Value	Definition
AP: Advanced Placement	AP:AdvancedPlacement
CAI: Cambridge Advanced International	
DC: Dual Credit	CO:CollegeLevel
IB: International Baccalaureate	IB:InternationalBaccalaureate

4. Select Object: Diploma Type with Type: PESC Mapping. It may require using Add Missing Objects. See Campus Community article for more information.

5. Select the best match for each diploma type. The list below contains only the state named diploma types. The Definition selected should be the closest match to the Value name, not the

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number.

6. Select Save after all values have a definition.

7. To support alumni and future transcripts, go to each prior and future year and Select Copy from year drop list.

CEEB Setup

Campus Path: System Administration / Resources / School

Each school sending eTranscripts must have a CEEB (College Entrance Examination Board) number identified on the school record.

Figure 4 Example of School Detail with CEEB Number screenshot

To search for existing CEEB numbers a search is available from the College Board website.

If a new CEEB Code is needed, a CEEB Code is assigned and maintained by The College Board. Institutions requesting a College Board code should contact Code Control by calling 609-771-7091 or emailing codecontrol@ets.org for assistance.

Report Setup

Campus Path: System Administration / Preferences / Reports

eTranscript Reports must be setup for all calendars releasing eTranscripts – including those years needed for Alumni transcripts. The report preferences must be rolled forward each year.

Kentucky postsecondary institutions have processes in place that process eTranscripts in the standard form faster. Using the standard report templates will benefit your students.

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KDE has created two Kentucky Standard eTranscript reports.
- *eTranscript KY Standard In Progress* should be used to release transcripts for current students to show In Progress Work

- *eTranscript KY Standard Final* should be used for current graduates once all graduation data is posted and for alumni requests

Do not edit the KY Standard reports. If a school has need for additional reports, create new eTranscript reports with the desired report preferences. See Campus Community eTranscript Report Preferences documentation for details on all options.

Figure 5 Report Preferences for eTranscript KY Standard Final screenshot

Display Best Score Only - KDE does not recommend using this option. PESC does not support sending the test date for sub-tests. Kentucky colleges have told KDE they prefer to see all test scores and need the actual date for each score.

School CEEB Code – Parchment requires this field. The upload process will fail if it is missing.

Student's Email – Parchment recommends inclusion to allow emailing of registration links.

Immunization – Kentucky colleges have told KDE they do not need immunization data on the transcript.

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Report Comments – Parchment is currently unable to display Report Comments on the PDF transcript.

Graduation Cohort Year – Used for roster creation and grouping of students in Parchment.

Course Level – Displays the course difficulty level when available.

Attendance - If selected, the eTranscript will report all terms in a single annual grouping. Attendance is not included in the KDE Standard eTranscript reports for this reason. Kentucky colleges have told KDE that attendance data is rarely used.
Course Number Display – KDE recommends using State Course Code to avoid issues where course numbers may contain patterns that identify resource and collaborative courses.
Roll Forward

Setup Infinite Campus Tool Rights for eTranscript Functions
Campus Path: System Administration / User Security / User Groups

Select the eTranscript user group for your District

eTranscript Batch Minimum User Group Tool Rights
This process requires at least **R(ead) rights t**o the **Electronic Release** subright of the eTranscript Batch report and **R(ead)** rights to the **Electronic Release Setup**. See Campus Community's eTranscript Tool Rights for more information.
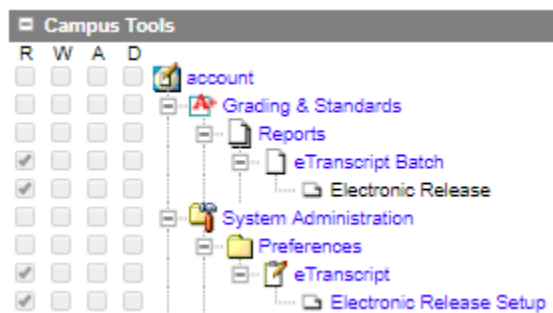
Generate and Release eTranscript Reports in a Batch

Campus Path: Grading & Standards / Reports / eTranscript Batch

To ensure current transcripts are available for release from the Parchment Credential Library, release transcripts from Infinite Campus for all impacted students when:
1. Grades are posted to transcripts
2. Graduation and Diploma information has been posted
3. Assessments included on transcripts are published from KDE or posted locally
4. Student's transcript is manually edited (individual release)

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Counselors, registrars and other school staff involved in transcript processing must communicate when changes are made to transcripts, whether individually or en masse.

Parchment will automatically create a roster entry for a student the first time a transcript is released via eTranscript Batch. Including a student's email and cohort year facilitates roster creation in Parchment.

Note: Parchment's Credential Library contains the student's last transcript released from Infinite Campus. For changes above to be reflected in Parchment, another release must occur. The upload to Parchment may take several hours depending on the number of transcripts released. Before processing orders in Parchment make sure the Credential Library's Date Uploaded of the transcript reflects the latest Infinite Campus release date.
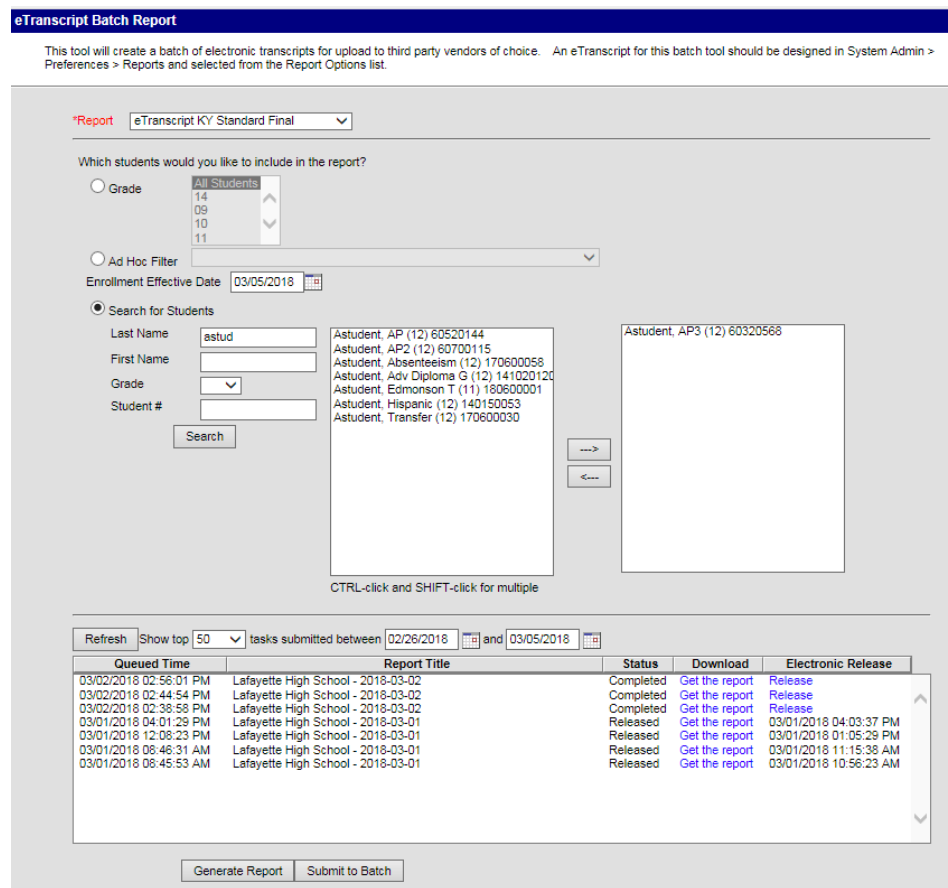

Figure 6 eTranscript Batch Report screenshot

Generate eTranscript Reports

Using Grade or Ad hoc Filter Options
1. Select the appropriate eTranscript report from the **Report** dropdown list
   eTranscript KY Standard In Progress for current students to show In Progress Work or
   eTranscript KY Standard Final for recent graduates and alumni requests.

2. Determine which students to include in the report, by **Grade** or by **Ad Hoc Filter**.
3. Enter an **Enrollment Effective Date** to filter the student set to only those students who are actively enrolled as of the entered date. This date only applies to the student selection when choosing a grade level.
4. Click the **Submit to Batch** button.

Using Search for Students Option

1. Select the appropriate eTranscript report from the **Report** dropdown list - *eTranscript KY Standard In Progress* for current students to show In Progress Work or *eTranscript KY Standard Final* for recent graduates and alumni requests.
2. Choose the **Search for Students** radio button.
3. Enter the desired search criteria (last name, first name, grade or student number).
4. Click the **Search** button. Matching results display in the left hand box.
5. Select the students by highlighting their name and click the right-facing arrow. This moves the student name to the right hand box. Once the student's name is selected and moved to the right, the name no longer displays in the Results List (left hand box). Click the left-facing arrow to move the student's name back to the left hand box. Only the student names in the Selected List (right hand box) are included in the report.
6. Click the **Submit to Batch** button.

Queued Time	Report Title	Status	Download	Electronic Release
03/01/2018 08:46:31 AM	Lafayette High School - 2018-03-01	Completed	Get the report	Release
03/01/2018 08:45:53 AM	Lafayette High School - 2018-03-01	Sending		

Figure 7 Batch Queue Status screenshot

Status: Each step takes several minutes. Click the **Refresh** button to update Status.

    Queued - the submitted batch is waiting to process
    Processing - the submitted batch is currently being processed
    Completed - the submitted batch has finished processing (process alert message will be sent) and the user can get the report and/or release the XML file
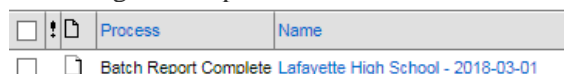

	!	🗅	Process	Name
☐		🗅	Batch Report Complete	Lafayette High School - 2018-03-01

Figure 8 Batch Report Complete process alert message

    Sending - the submitted batch has processed and is being sent to the vendor
    Released - the user has electronically submitted the batch to Parchment; the date and time of release displays
    Error - the submitted batch could not complete the sending process due to an issue in the file (missing required fields, etc.)

Completed and released reports display a **Get the report** link in the **Download** column. This displays the generated report in XML format.

Release XML eTranscript to Parchment

*This process requires at least **R(ead) rights** to the **Electronic Release** subright of the eTranscript Batch report.*

Once a report has completed, the report can be released. Click the **Release** link in the Electronic Release column of the Batch Queue editor. A Vendor Selection box will open; select *Parchment* from the Name dropdown list and click **OK**.
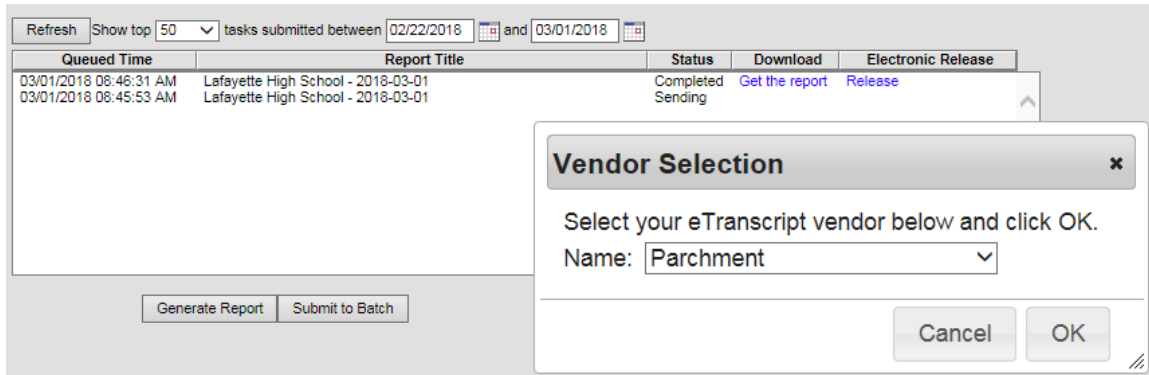

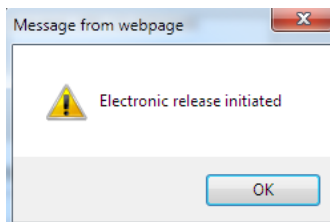*Figure 9 Batch Queue Status and Vendor Selection screenshots*

Figure 10 Electronic release initiated popup message screenshot

A popup message indicating electronic release has initiated displays. Click **OK**. When a date and time display in the Electronic Release column, the eTranscripts that were generated have been released. The Status column changes to **Sending**, and when it has sent, changes to **Released**. If there is an issue with the sending of the batch file, the status of **Error** displays. An error occurs when there are missing values in the XML output for a required field, or when a connection has failed. When an error occurs, the XML batch file is not released and data is not submitted to the vendor.

Order Processing In Parchment

Parchment Location: **Parchment login**

KDE does not manage Parchment accounts. Contact Parchment about issues with accounts and order processing questions.

Parchment Contacts and Resources
KY's Account Executive: Paul McMorrow, email pmcmorrow@parchment.com, phone (480) 719-1646 x1092
Admin Support: (888) 662-0874
Resource and training materials are available after logging into Parchment with an administrator account. To view the *Send User Guide* click on Support > Parchment Send > Getting Started > Send Users Guide > View Send Users Guide.

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Figure 11 Parchment tabs screenshot

Parchment tabs

To Do – Shows orders waiting for processing.

History – Shows orders that have been processed. After processing, the transcript can be viewed here for 90 days.

Learners – Shows the school's roster of registered students in Parchment. Includes area to match student records.

Credentials – The Credential Library of all stored transcripts and other credentials. Check the **Date Uploaded** to ensure the current transcript is available before processing an order.

Order – Allows staff to submit a request on behalf of a student.

Analytics – Analysis of transcript volume, receivers and surcharges.

Settings – Account profile and preferences for Users. Includes options to define grading periods, pricing for alumni and defining of additional credentials used in Parchment.