

# Data Standard eTranscript

## Rev. 10/10/2018

### Ownership and History

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Office of Education Technology

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# Data Standard eTranscript

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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](#), [video](#) and [simulation](#)

Campus Community eTranscript Report Preferences [documentation](#), [video](#) and [simulation](#)

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](#)

### Section A – 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.

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The screenshot shows the 'Electronic Release Setup' form. The 'Name' field contains 'Parchment'. The 'Auth Server' field contains 'https://api.parchment.com' and the 'Auth Path' field contains '/send-library-api/v1/oauth/token'. The 'Upload Server' field contains 'https://api.parchment.com' and the 'Upload Port' field contains '80'. The 'Upload Path' field contains '/send-library-api/v1/pesc/highschool/transcript/1.3.0'. The 'Consumer Key' and 'Consumer Secret' fields are empty, with error messages 'Consumer Key is required' and 'Consumer Secret is required' below them. The 'User Name' and 'Password' fields are empty, with error messages 'User Name is required' and 'Password is required' below them.

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

## Section B – 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.

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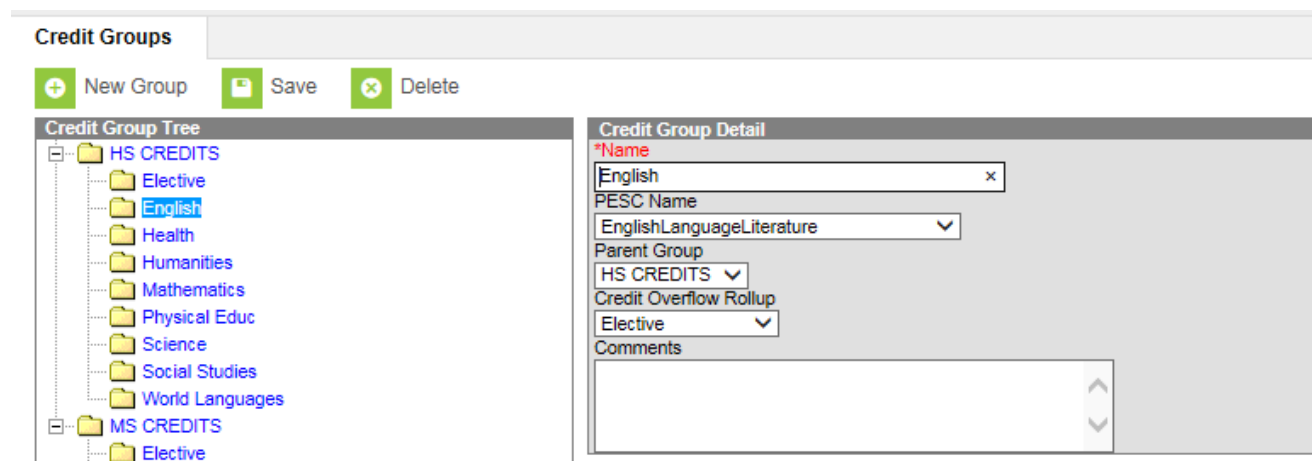


Figure 2 Screenshot of defining a Credit Group

**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.

## Section C – 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.

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The screenshot shows the 'Test Detail' form for 'ACT Composite'. Key fields include: Name: ACT Composite; Parent Test: -KY\_Official\_Jr:ACT; Subject: Composite; Assessment Type: NCLB Test Type; Standards Type: GEN: General Assessment; Test Type: National Test (selected); National Code: ACT; PESC Test (eTranscript): The ACT; PESC Sub-Test (eTranscript): Composite. Checkboxes for 'Display in Transcripts' and 'Scale Score' are checked, while 'Display in Portal' is unchecked. Score fields like 'Date', 'Scale Score', and 'Raw Score' are also checked.

Figure 3 ACT Composite Test Detail screenshot

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

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for recommendations). The post-secondary schools do not need the content test subscores, such as Rhetorical Skills, so those settings should be blank.

- 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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### Section D – 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.

- This should be done locally; publishing these definitions from State Edition would overwrite district choices, possibly creating incorrect definitions.
- If final transcripts have been released using the eTranscript Batch process (**Path: Grading & Standards / Reports / eTranscript Batch**), counselors should verify on Parchment that the diploma date was included. If not, a district system administrator will need to define the PESC mapping and then have appropriate staff generate and release transcripts again. Contact Parchment for assistance with resending the transcripts to colleges.

To define the district level options - **Campus Path: System Administration / Data Defining Tools / Code Defining**

- Select 2018 as the year.

##### Code Defining

2018

- 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.

The screenshot shows the 'Code Defining' interface. At the top, there are buttons for 'Save', 'Cancel', and a year selector set to '2018'. To the right, there is a 'Copy from year' button and a 'Choose a year...' dropdown. Below this is a table titled 'Code Defining List' with two columns: 'Object' and 'Type'. The table contains the following entries:

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

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

The screenshot shows the 'Code Defining Detail' interface. It features a table with two columns: 'Value' and 'Definition'. The table contains the following entries:

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

- Select Object: Diploma Type with Type: PESC Mapping. It may require using Add Missing Objects. See Campus Community [article](#) for more information.
- 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.

Code Defining Detail	
Value	Definition
1: Advanced Diploma	B19:Advanced or honors diploma ▼
2: Alternative Diploma	B25:Other high school equivalency diploma ▼
3: Commonwealth Diploma	B19:Advanced or honors diploma ▼
4: District/State Approved Secondary GED	B24:General Education Diploma (GED) ▼
5: General Diploma	B18:Standard High School Diploma ▼
6: Adult GED	B24:General Education Diploma (GED) ▼

- Select Save after all values have a definition.
- To support alumni and future transcripts, go to each prior and future year and Select Copy from year 2018.

For Assistance or for questions, contact Infinite Campus or [Margalee Conlee](#).

## Section E – 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.

School Detail	
*Name Lafayette High School	*Location Number 060
NCES School Number 2101860 - 00367	*Type 01: Regular School ▼
Standard Code (SIF StatePrid) LHS	CEEB Number 999999

Figure 4 Example of School Detail with CEEB Number screenshot

CEEB numbers are available from the [College Board website](#).

## Section F – 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.

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

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- *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.

The screenshot shows the 'Report Preferences' interface for 'eTranscript KY Standard Final'. At the top, there are 'New', 'Save', and 'Delete' buttons. Below that is the 'Report Detail' section with fields for 'Name' (eTranscript KY Standard Fina), 'Type' (eTranscript), and 'Publish to Portal'. The main area is 'Report Options', which is divided into several sections:

- GPA/Class Rank Calculation Options:**
  - Cumulative GPA:** Weighted GPA (checked), Bonus Points (unchecked), Class Rank (checked); Unweighted GPA (checked), Bonus Points (unchecked), Class Rank (checked).
  - Term GPA:** Weighted GPA (unchecked), Bonus Points (unchecked); Unweighted GPA (unchecked), Bonus Points (unchecked).
- Credit Summary Display Options:** Credit Summary (checked), Earned Credits (checked), Credit Units (Carnegie Units).
- Standardized Testing Display Options:** Display Best Score Only (unchecked), Report Test Date as Year/Month (checked), National Tests (checked), State Tests (checked), District Tests (unchecked).
- Report Display Options:** Source (School CEEB Code checked, Counselor checked); Student (Student's Email checked, Legal Name unchecked, Legal Gender unchecked, Immunization unchecked, Race/Ethnicity checked, Report Comments unchecked); SSN (None unchecked, Partial selected, Full unchecked); Academic Record (Graduation Cohort Year checked, Repeat Course unchecked, Course Level checked; Diploma Date checked, Diploma Type checked, Diploma Name checked; NCES/SCED Code unchecked, In-Progress Courses unchecked, Attendance checked); Course Number Display (Course Number unchecked, State Course Code selected).

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.

**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.

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**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.

## **Section G – 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)

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.

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**\*Report** eTranscript KY Standard Final

Which students would you like to include in the report?

Grade  Ad Hoc Filter

Enrollment Effective Date 03/05/2018

Search for Students

Last Name: estud  
First Name:   
Grade:   
Student #:   
Search

Astudent, AP (12) 60520144  
Astudent, AP2 (12) 60700115  
Astudent, Absenteeism (12) 170600058  
Astudent, Adv Diploma G (12) 141020120  
Astudent, Edmonson T (11) 180600001  
Astudent, Hispanic (12) 140150053  
Astudent, Transfer (12) 170600030

Astudent, AP3 (12) 60320568

CTRL-click and SHIFT-click for multiple

Refresh Show top 50 tasks submitted between 02/26/2018 and 03/05/2018

Queued Time	Report Title	Status	Download	Electronic Release
03/02/2018 02:58:01 PM	Lafayette High School - 2018-03-02	Completed	Get the report	Release
03/02/2018 02:44:54 PM	Lafayette High School - 2018-03-02	Completed	Get the report	Release
03/02/2018 02:38:58 PM	Lafayette High School - 2018-03-02	Completed	Get the report	Release
03/01/2018 04:01:29 PM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 04:03:37 PM
03/01/2018 12:08:23 PM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 01:05:29 PM
03/01/2018 08:46:31 AM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 11:15:38 AM
03/01/2018 08:45:53 AM	Lafayette High School - 2018-03-01	Released	Get the report	03/01/2018 10:56:23 AM

Generate Report Submit to Batch

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.

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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	<a href="#">Get the report</a>	<a href="#">Release</a>
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	<a href="#">Lafayette High School - 2018-03-01</a>

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**.

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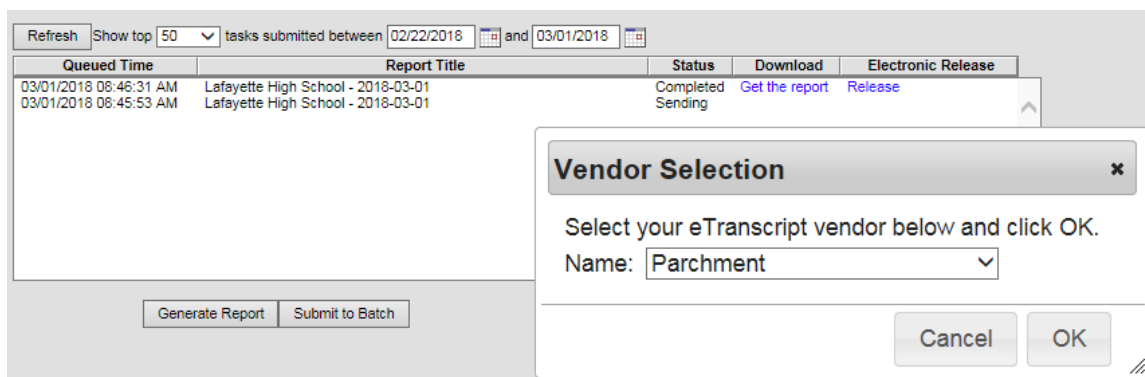


Figure 9 Batch Queue Status and Vendor Selection screenshots

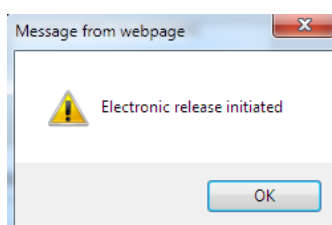


Figure 10 Electronic release initiated popup message screenshot

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.

## Section H – 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](mailto: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.



Figure 11 Parchment tabs screenshot

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### 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.