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Department of Education

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Docufide™

Electronic Transcript (*e-T*) Project Overview

July 30, 2008

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e-Transcript

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e-Transcript Overview

- ❖ Reduce the manual process of student transcripts
- ❖ To enable the efficient and accurate management of data to comply with national reporting requirements
- ❖ Funded : SCDE Longitudinal Data Systems Grant (LDS)
- ❖ Vendor: Docufide, Inc.

e-Transcript Objective

- ❖ Capture requests for student records and transcript for K-12 admin, & college administrators
- ❖ Capture data out of SASI
- ❖ Deliver data in a multiple formats (PDF, XML, etc)
- ❖ Secure, intuitive web-based interface.
- ❖ Maintain FERPA compliance.

e-Transcript Project Description

- The ***e-Transcript* project** will provide the ELECTRONIC exchange of student transcripts and student records.
- ***e-T*** will also enable transcripts from High School to South Carolina Colleges and Commission of Higher Education at no cost to schools or students and a twice yearly diploma report for high school counselors.
- ***e-T*** will enable student records exchange between all K12 schools in the state using Docufide's Service from the student data in the SASI student information system
- ***e-T*** student transcripts will be standardized, authenticated, kept confidential, exchanged securely, and processed in a timely manner.



e-Transcript Benefits

- ❖ Link Individual Student Records Across Years
- ❖ Improves Data Quality
- ❖ Improve data access for Mobile/Transfer Students
- ❖ Improve the Cycle Times on data collection
- ❖ Secure Transcript protocol
- ❖ Online training sessions 24/7
- ❖ Automated registration portal



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e-Transcript Current Status

- ❖ **Pearson will discontinue SASI support **August 1, 2010****
 - ❖ **No charge for the PowerSchool Premier license**

- ❖ **SCDE in discovery concerning Pearson announcement**
 - ❖ **SCDE in discussions to identify next Steps**

- ❖ **Multi-Phase approach**
 - ❖ **Phase 1 - Electronic transcript**
 - ❖ **Phase 2- Records exchange**

- ❖ **Docufide Secure Transcript**
 - ❖ **Compatible with PowerSchool**



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e-Transcript Features

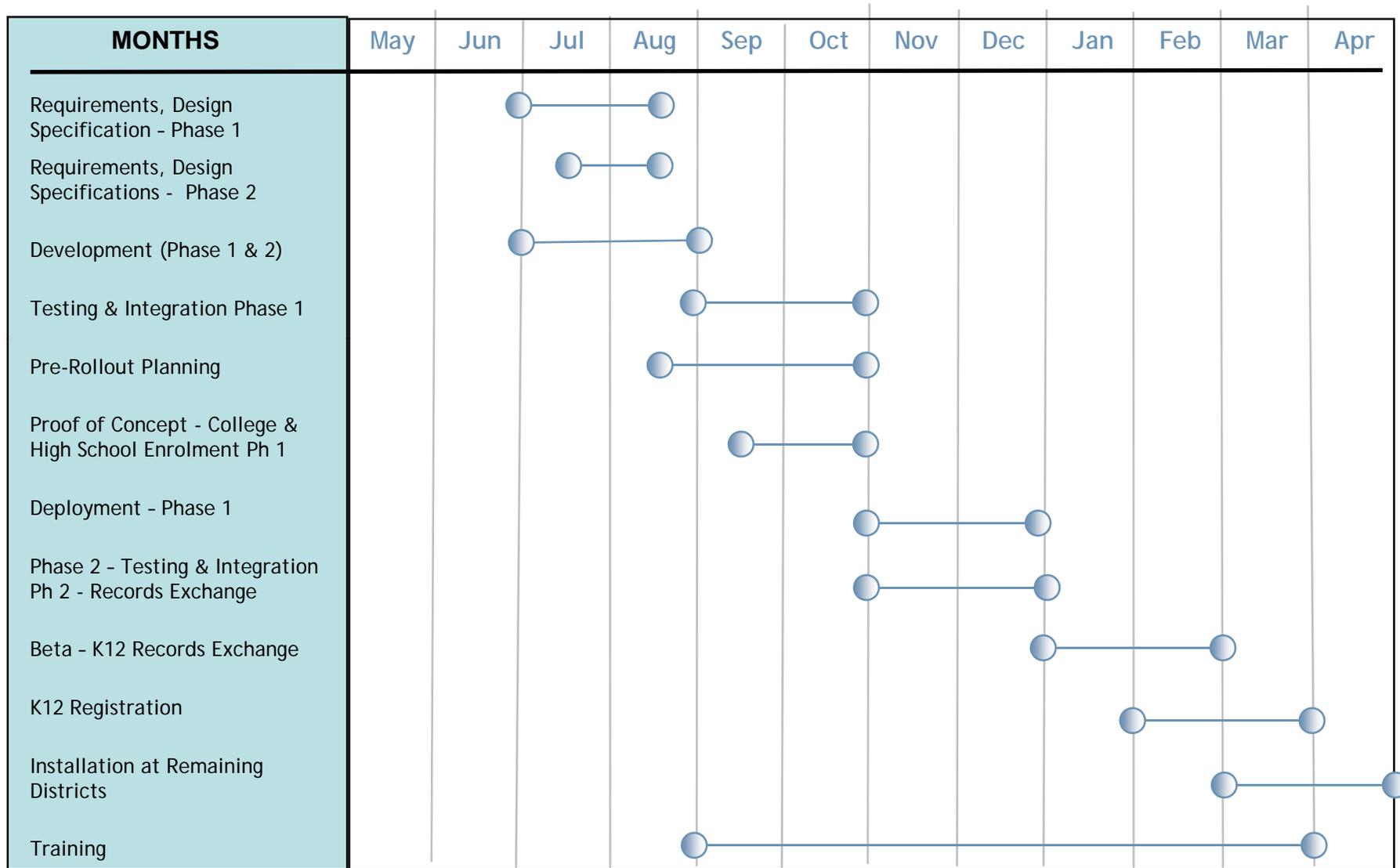
- State-specific electronic transcript portal hosted by Docufide
- Interface with the existing SASIxp student system to allow for the extraction of student records and transcripts.
- Provide interfaces and workflows for request, release, and receipt of student record and transcript data.
- Provide delivery of student record and transcript data in PESC XML, SIF XML, and EDI formats.
- Provides email notification of transcripts throughout the delivery process.



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e-Transcript Proposed Timeline



Student Registration & Request

The SCDE e-Transcript Initiative allows for students or parents to order transcripts online 24/7 with an easy registration and request process.

Secure Transcript Includes:

- Secure student registration, requesting & order tracking
- A comprehensive database of colleges and scholarship funds
- FERPA compliant delivery to any other destination globally
- Intuitive school interface allowing for review and approval of all requests



Student Request Process

Student searches the database of colleges, choosing one or many destinations for delivery.

Where Do You Want to Send Your Transcript? (Transcript Request 1 of 4)

College/University
 NCAA
 Other Destinations

Search for a College/University by any combination of Name, City, and State.

Name:
 City:
 State:

After you select the schools you want, you can continue to search and select as many destinations as you wish. When you are done, click **Continue** to review your selections.

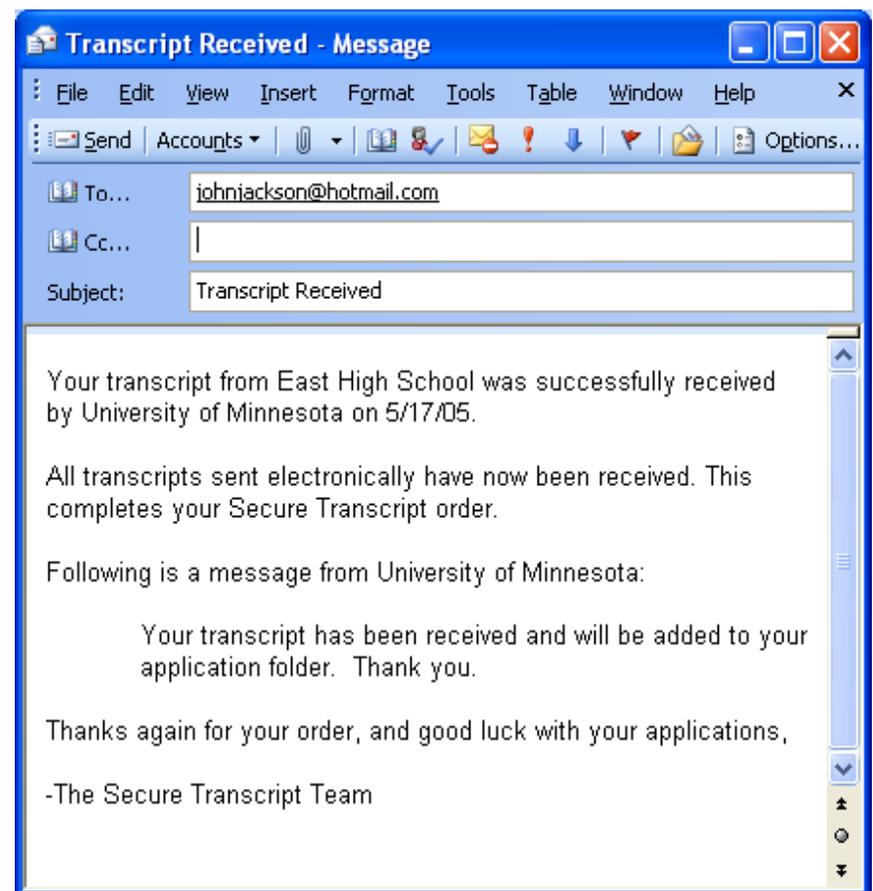
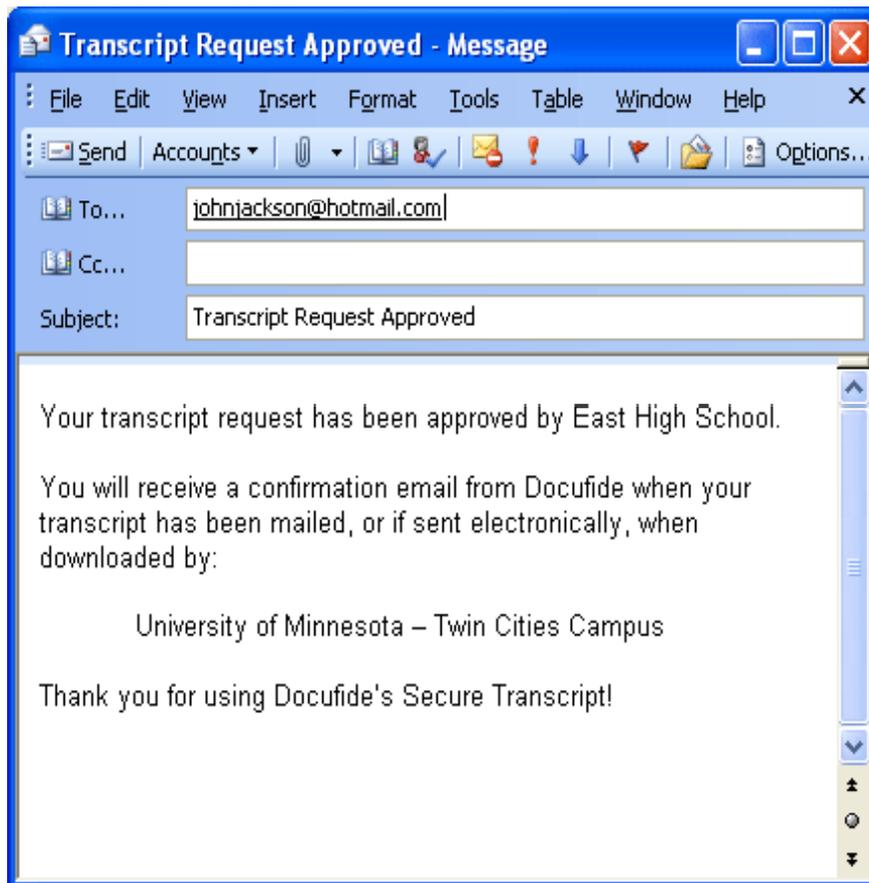
MATCHING DESTINATIONS

	Name	City	State
<input type="checkbox"/>	Alegent Health	Omaha	NE
<input type="checkbox"/>	Capitol Schools of Hairstyling and Esthetics	Omaha	NE
<input type="checkbox"/>	Clarkson College	Omaha	NE
<input type="checkbox"/>	College of Saint Mary	Omaha	NE
<input type="checkbox"/>	College of St. Mary	Omaha	NE
<input type="checkbox"/>	Creighton University	Omaha	NE
<input type="checkbox"/>	Grace University	Omaha	NE
<input type="checkbox"/>	Hamilton College-Omaha Campus	Omaha	NE
<input type="checkbox"/>	Metropolitan Community College	Omaha	NE
<input type="checkbox"/>	Nebraska Methodist College	Omaha	NE
<input type="checkbox"/>	The Creative Center	Omaha	NE
<input type="checkbox"/>	University of Nebraska Medical Center	Omaha	NE
<input type="checkbox"/>	University of Nebraska - Omaha	Omaha	NE
<input type="checkbox"/>	Vatterott College	Omaha	NE

e-Transcript Notifications

Students can track their requests online and will also receive confirmation emails when their request is received, approved by the school registrar, and upon delivery.

Automatic Email Notifications



Sending School Process

Secure Transcript provides high school administrators with a secure online To-Do List, where all student and alumni transcript requests are quickly reviewed and processed for delivery.

Docufide™ Welcome, John OConnell
[Logout](#)

Secure Transcript eSSR Reports Directory Preferences Help

Send Receive Request

Process Transcripts (Step 1 of 2)

The following students (or alumni) have requested transcripts. Click on any student's name to view detailed order information. For each student in the "To-Do List" below, please select:

Approve to confirm that you will retrieve the student's records, and to authorize Docufide to release their transcript

Hold to defer the processing of this transcript and notify the student that the request has been delayed while any issues are resolved

Process Manually to confirm that you approve the student's request and will print and mail the transcript from your office

TO DO LIST: TRANSCRIPT REQUESTS FOR Screaming Eagle High School

- View requests for transcripts to process immediately (default)
- View all transcript requests, including those to include final grades for the 2nd Semester

Student	Class Of	Date Ordered	Action
Bryant, Kobe	2007	04/06/2007	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Process Manually
Baker, Cynthia G	2004	04/09/2007	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Process Manually
Santeler, Kathryn R	2006	04/09/2007	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Process Manually

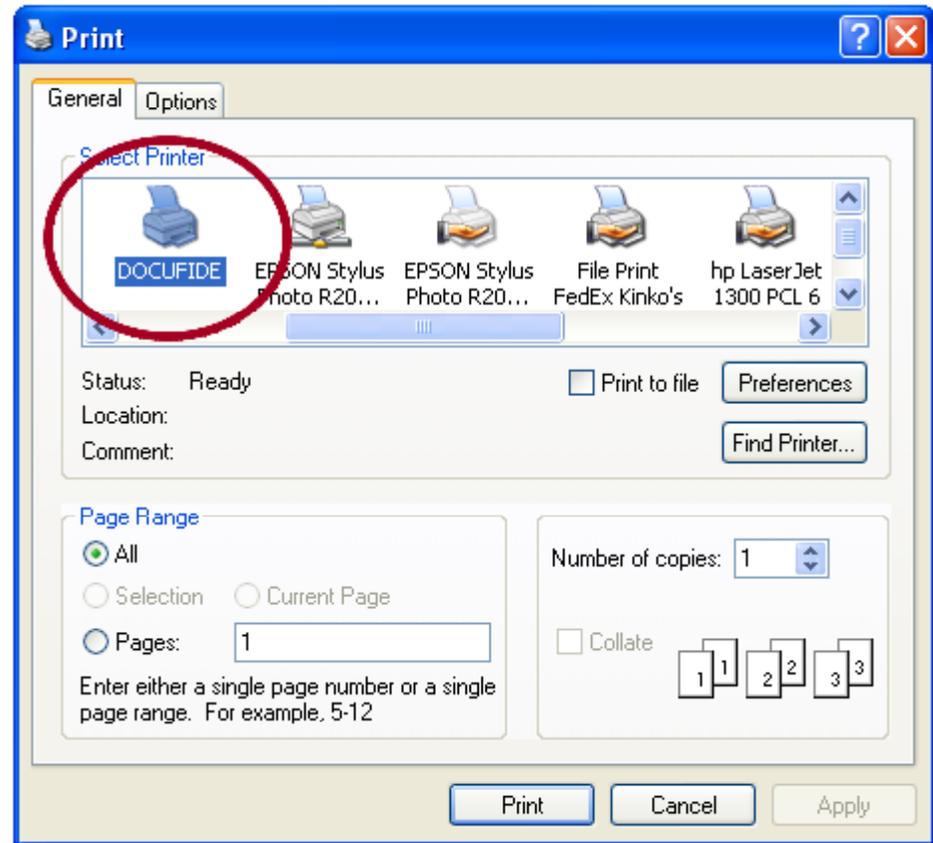
[Continue](#)

e-Transcript

A To Do list is then created for approved requests. The next step is to retrieve the transcript reports for these students.

The Docufide Virtual Printer is used to electronically upload student transcripts securely to Docufide for processing.

Transcripts can be sent individually or in a batch.



e-Transcript Report Formats

PDF

Prepared for: University of Texas - El Paso OFFICIAL TRANSCRIPT

Docufide Transcript ID# PESCVL01V0E
Date Created 03/19/2007
Student SSN: 9999




Jeffrey M. Harris
Registrar, Docufide

Student Name: STUDENT, JANE C.		Enter Date:	Papillion-La Vista Senior High	
Student SSN: 506-99-9999	Grade: 12	Leave Date:	402 E Centennial Rd	
Student ID: 109999	Gender:	Class Of:	Papillion, NE 68046	
Birth Place:	Date of Birth: 03/25/1985		Tel: 402690400	Fax:
Parent/Guardian: 210 ANYWOOD AVE PAPILLION NE 68046 (402) 888-9999			Counselor:	
			Tel:	
			Papillion-La Vista Public Schs	
			420 S Washington	
			Papillion, NE 68046-2667	
			Tel: 402-537-9999	

Crse ID	Course Title	Mark	Ab	Credit	Crse ID	Course Title	Mark	Ab	Credit					
Grd 09 2003-2004 F1														
FA24	DRAWING I	1	1.00		FL12	HON FRENCH II	ND		0					
FL10	FRENCH I	1	1.00		LA20	CREA WRITE I	1		1.00					
LA13	HON ENG 9	1	1.00		LA70	HON ENGLISH 11	ND		0					
MA06	HON GEOM 9	1	1.00		MA40	HON PRE CALCULUS	1		1.00					
PE50	PE 9	1	1.00		SC20	HON ANATOMY/PHYSI	2		1.00					
SC10	HON BIOLOGY 9	1	1.00		SS23	HON AMER GOV'T	ND		0					
SS11	HON US HISTORY 9	1	1.00		Crse All	Comp:	GPA: 4.33							
Crse All	Comp:	GPA: 4.57			Grd 12 2006-2008 F2									
Grd 09 2003-2004 F2														
FA25	DRAWING II	1	1.00		MA31	TRIGONOMETRY	1		1.00					
FL10	FRENCH I	1	1.00		Crse All	Comp:	GPA: 4.00							
LA13	HON ENG 9	1	1.00		Grd 12 2008-2007 F1									
MA06	HON GEOM 9	1	1.00		BU51	KEYBOARDING APPS I	1		1.00					
SC10	HON BIOLOGY 9	1	1.00		PS52	CAREER STRATEGIES	1		1.00					
SS11	HON US HISTORY 9	1	1.00		SS20	AM GOVERNMENT	1		1.00					
Crse All	Comp:	GPA: 4.57			SS50	PSYCHOLOGY	1		1.00					
Grd 10 2004-2006 F1														
FL11	FRENCH II	2+	1.00		Crse All	Comp:	GPA: 4.00							
LA14	HON ENG 10	1	1.00		Credit Summary - High School									
LA20	DEBATE 1	2	1.00		Subject Area	Req	Comp	Def						
MA03	HON ALG II	1	1.00		Credits Earned:		41.00							
PE50	WEIGHT TRNG	1	1.00		Credits Attempted:		41.00							
SC11	HON CHEMISTRY 10	1	1.00		English	5.00	5.00							
SS16	HON WORLD CIVILIZATION	2	1.00		Math	5.00	5.00							
Crse All	Comp:	GPA: 4.14			Science	5.00	5.00							
Grd 10 2004-2006 F2														
FL11	FRENCH II	1	1.00		Soc Studies	6.00	6.00							
LA14	HON ENG 10	1	1.00		P. E.	3.00	3.00							
LA20	DEBATE 1	1	1.00		Electives	18.00	14.00							
MA03	HON ALG II	1	1.00		Total		41.00							
PE50	WEIGHT TRNG	1	1.00		GPA Summary									
SC11	HON CHEMISTRY 10	1	1.00		Standard GPA:	3.878								
SS16	HON WORLD CIVILIZATION	1	1.00		Weighted GPA:	4.439								
Crse All	Comp:	GPA: 4.57			Class Rank									
Grd 11 2005-2006 F1														
FL12	HON FREN II	1	1.00		23/328									
LA70	HON ENG 11 AM LIT/COMP	1	1.00		Comments									
MA40	HON PRE CALC/TRIG	1	1.00											
SC20	HON ANATOMY/PHYSI	1	1.00											
SC21	AP CHEMISTRY	2+	1.00											
SS80	SOCIOLOGY	1	1.00											
Crse All	Comp:	GPA: 4.87												

Page 1 of 1

Secure Transcript®

This transcript is official when it is downloaded directly from the Docufide.com website. To verify that the transcript was delivered to you by Docufide: Go to Docufide.com; Sign In; Go to Reports; and Search on Transcript ID # PESCVL01V0E

XML

```
<?xml version="1.0" encoding="UTF-8" ?>
- <HSTrn:HighSchoolTranscript
  xmlns:HSTrn="urn:org:psc:message:HighSchoolTranscript:v1.0.0"
  xmlns:AcRec="urn:org:psc:sector:AcademicRecord:v1.0.0"
  xmlns:core="urn:org:psc:core:CoreMain:v1.0.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:org:psc:message:HighSchoolTranscript:v1.0.0
  HighSchoolTranscript_v1.0.0.xsd">
- <TransmissionData>
  <DocumentID>R4YCVL01ITZE</DocumentID>
  <CreatedDateTime>2007-03-12T08:14:35-07:00</CreatedDateTime>
  <DocumentTypeCode>RequestedRecord</DocumentTypeCode>
  <TransmissionType>Original</TransmissionType>
- <Source>
  - <Organization>
    <CEEBACT>DOCUFIDE</CEEBACT>
    <OrganizationName>PAPILLION-LA VISTA HS</OrganizationName>
    <CCD>317527001478</CCD>
  - <Contacts>
  - <Address>
    <AddressLine>402 E. CENTENNIAL RD</AddressLine>
    <AddressLine>PAPILLION, NE 68046</AddressLine>
    <City>PAPILLION</City>
    <StateProvinceCode>NE</StateProvinceCode>
    <PostalCode>68046</PostalCode>
  </Address>
  - <Phone>
    <AreaCityCode>402</AreaCityCode>
    <PhoneNumber>898-0400</PhoneNumber>
  </Phone>
  </Contacts>
</Organization>
</Source>
- <Destination>
  - <Organization>
    <FICE>003658</FICE>
    <OrganizationName>University of Texas, Austin</OrganizationName>
  </Organization>
  </Destination>
</TransmissionData>
- <Student>
```

Request Transcripts

College administrators can request initial or follow-up transcripts or on an enrolling student's behalf. High schools can also request transfer transcripts from any other high school in the state.

The screenshot shows a web application interface for requesting transcripts. At the top, there is a navigation bar with icons and labels for 'Secure Transcript', 'Reports', 'Directory', 'Preferences', and 'Help'. Below this is a secondary navigation bar with three tabs: 'Send', 'Receive', and 'Request', with 'Request' being the active tab. The main content area is titled 'Request Transcripts' and contains the following text: 'Please choose to send or receive a transcript.' followed by a paragraph explaining that administrators can request transcripts for students applying, enrolling, or transferring, and that students will be notified by email. Below this text is a light blue box with the heading 'Receive a Transcript'. Inside this box, there are two paragraphs of text. The first paragraph says: 'To request a transcript for a student who is applying, enrolling, or transferring to zz Docufide Test College, begin by selecting the school the student attends (or attended).' Below this paragraph is a button labeled 'Continue to Select School'. The second paragraph says: 'To request follow on transcripts from students who have already sent a transcript to your college.' Below this paragraph is a button labeled 'Continue to Select Students'.

Directory

School contact and profiles are available online for all participating colleges and high schools.

Secure Transcript Reports **Directory** Preferences

School Information

College/University Information

Following is contact information for the requested College. If a more detailed profile is available, it can be downloaded at the bottom of this page.

College/University Information
Docufide Institute of Technology
473 Post. St.
Camarillo CA, 93010

Contact: Scott Hillman
Regent
805-383-7232
clientservices@docufide.com

 [School profile](#) for Docufide Institute of Technology

[Back](#) [Done](#)

You can download a free PDF reader from Adobe [here](#).

e-Transcript Reports

Real-time reports are available for sent or received transcripts, with results exportable to Excel for further data analysis.

The screenshot shows the 'Reports' section of the application. It features a navigation bar with 'Secure Transcript', 'Reports', 'Directory', 'Preferences', and 'Help'. Below the navigation bar, there are two tabs: 'Transcripts Sent' (selected) and 'Transcripts Received'. The main content area is titled 'Transcripts Sent' and includes a search instruction: 'Search for a particular student, transcript, or range of transcripts. You may use any combination of the fields below.' The search form contains several fields: 'Student Last Name' (with 'radia' entered), 'Date Ordered' (with a range selector), 'Recipient', 'Date Approved' (with a range selector), 'TID#' (with a range selector), 'Date Delivered' (with a range selector), 'Class of' (a dropdown menu), and 'Order Status' (a dropdown menu). There are 'Clear All' and 'Search' buttons. Below the search form, there is a note: 'Click on the column headings to re-sort the results. Click on a student's name for more information.' A table displays the search results with columns for 'Student Name TID#', 'Class Of Date Ordered', 'Date Approved Date Delivered', and 'Recipient Transcript Status'. The table contains two rows of data for 'Radia, Christina S'. At the bottom of the page, there is an 'Export report to Excel' link and a 'Done' button.

Transcripts Sent

Search for a particular student, transcript, or range of transcripts.

You may use any combination of the fields below.

Student Last Name: Date Ordered: // to

Recipient: Date Approved: // to

TID#: Date Delivered: // to

Class of: Order Status:

[Clear All](#) [Search](#)

Click on the column headings to re-sort the results. Click on a student's name for more information.

	Student Name TID#	Class Of Date Ordered	Date Approved Date Delivered	Recipient Transcript Status
1	Radia, Christina S PXMKY701IAWP	2007 09/27/2006		University of Missouri - St. Louis Pending Registrar Approval
2	Radia, Christina S Q1ZKY701IAXE	2007 09/27/2006		Missouri State University Pending Registrar Approval

[Export report to Excel](#)

[Done](#)

e-Transcript Project Team

South Carolina Department of Education

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**Khush Tata
Dr. Russ Bumba**

LEA's

**Debbie Maxson – Horry County
Nancy Brown – Oconee County**



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Next Steps

-Finalize and approve Project documentation:

- Scope and Requirements
- Communication Plan
- Design Specifications
- Project Schedule

-Begin Development Process

-Develop Communication and Training Materials

- Web sessions
- Call to Action Letters
- Registration Plan

QUESTIONS



Contact

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