



INDIANA COMMISSION *for*
HIGHER EDUCATION

Indiana eTranscript Common Transcript Project September 2015 Webinar

Presented 9/30/2015



To access the Audio:
Call: 866-906-9888
Passcode: 4691957#



What is the purpose of the Common Transcript Initiative?

Is my school/corporation compliant?

How does Parchment 7 work with the Common Transcript Initiative?

What happens if I receive an error from my SIS integration?

Where can I find all of the videos and documents I need for the Common Transcript Initiative?

- ✓ Please do ask your questions. There is the chat feature in the meeting room— post questions to the entire group there and our moderator will either respond in the chat or ask them over the teleconference at the conclusion of each topic.
- ✓ Please do have your phone on mute. Sometimes multiple callers using speakerphone at the same time causes feedback on the conference line, putting your phone on mute reduces this dramatically.
- ✓ Please do not put the call on hold. We cant predict interrupts and understand you may be called away for a moment during our training (though we hope not!). Leaving the line on mute and not putting it on hold if this happens will be a lifesaver for your colleagues and the presenter – no hold music to talk or listen over!
- ✓ A recording of this webinar will be sent out to all registrants and be housed on the DOE Common Transcript web page

- ✓ The legislation **requires the CHE, in collaboration with state educational institutions and the DOE, to develop a common electronic transcript**, using common data fields and formats that are required by state educational institutions.
- ✓ **By July 1, 2015, all public schools shall use the common electronic transcript.**
- ✓ **Accredited nonpublic schools may elect to use the common transcript.**

Common Transcript Review

Legislation

HEA 1341, passed by the 2013 Indiana General Assembly, added IC 21-18-12 to Indiana Code

Intent

- Enhance the admissions process, provide better data and lead to higher degree completion rates.
- Input from Higher Ed and Secondary Schools regarding common transcript content
- Cooperation from Student Information System vendors to develop appropriate transcript.

- **If your school is using Harmony, RDS, SDS, Skyward or PowerSchool**
 - You are compliant if you are sending transcripts via the integration
 - You are NOT compliant if you are using the print driver
- **Chalkable (previously known as Information Now)**
 - Currently building the integration
 - We're working with them to establish final delivery timeline
- **What if our integration is still being built (Chalkable) or we are in the process of switching SIS vendors?**
 - In both cases, you will need to continue to use the print driver until the integration is complete or your transcripts are ready in the new system

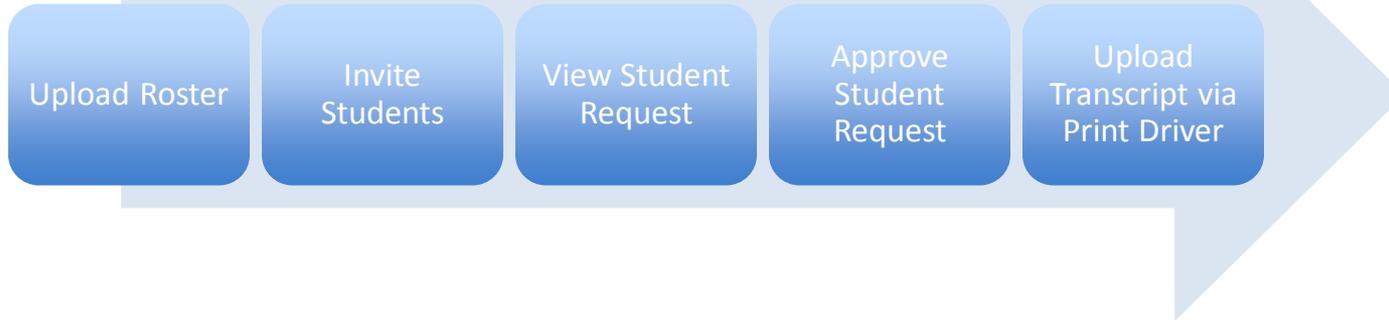
Parchment 7 allows you to send all of your transcripts to Parchment at one time

- Upload everything at the beginning of grading period (through the integration)
- Approve requests without having to access the transcript again

What about older alumni requests?

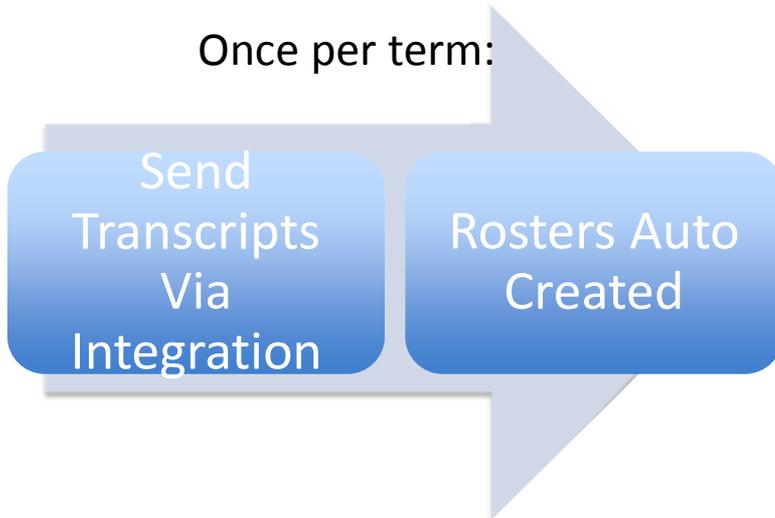
- If the alumni are still in your current system, these can be sent through the integration
- If these are saved as a PDF or other file in your computer system, use the “Add File” >> “Upload New File” feature to drag and drop a PDF from your computer

Old Workflow:

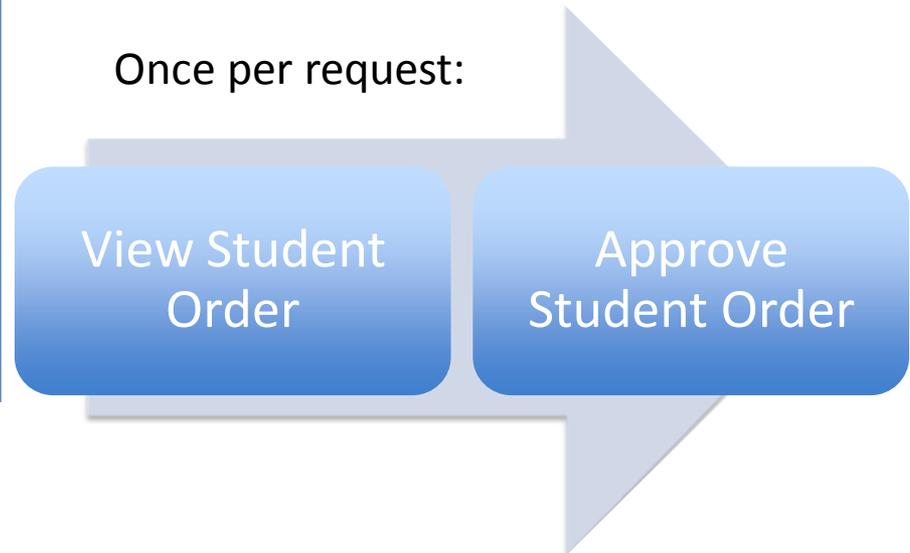


New Workflow:

Once per term:



Once per request:



- If you need your consumer key and consumer secret, please contact Matt Sterenberg or Kirstin Saxon
- If an error occurs when transcripts are being sent from your SIS vendor to Parchment, you will need to contact your SIS vendor first as the file hasn't been uploaded to Parchment at that point.
- If the vendor is not able to determine what caused the error, they (or you) can contact Parchment. The XML file will be required for troubleshooting.

- There are 2 ways that immunizations can be included with transcripts:
 - Print a record of the immunizations from the CHIRP database; attach that printout with the transcript in Parchment when fulfilling the order
 - If your SIS vendor has all CPT codes available per guidelines from IDOE, include those immunizations on the transcript sent from your vendor to Parchment.

Per the guidance from IDOE, Dual Credits should be listed on a high school transcript as follows:

Dual credit courses must be titled in one of the following ways on the high school transcript:

- Use a combination of the college course title and the appropriate state-approved high school course title if it has been determined that the dual credit college course meets the Academic Standards for the corresponding high school course.
 - For example, a college-level American History course – HST 101 from Ivy Tech Community College – may appear on the high school transcript as “US History/HST 101 Ivy Tech.”
 - In these instances, the state-approved high school course title should be listed first, followed by the college course number and the eligible institution where the credits were earned.
 - Note that the student’s high school transcript must reflect that the secondary credits were earned at an eligible institution.

More Information can be found on the IDOE website at:

<http://www.doe.in.gov/ccr/dual-credit>

<http://www.doe.in.gov/sites/default/files/ccr/dual-credit-july15-2015.pdf>

Examples showing how Dual Credit courses can be shown on the PDF transcript generated by Parchment

Indiana High School 410 IN 11th Grade Term 2 (2012-2013)			
1542 S13480	DC USHis (HST 101 / Purdue University Calumet)	A+	1
1542 HST 101	DC USHis (Purdue University Calumet)	A+	1
1542 S13480	DC USHis (US History / HST 101 / Ivy Tech)	A+	1
1546 26121305	ENG III TRANSITIONS (Business Reading)	B/87	0.5

- The tests and subtest codes that can be used are defined by the PESC (PostSecondary Electronics Standards Council) council and as such, must be valid PESC enumerations
- If the Test / Subtest name isn't available in PESC, it will need to be added to the transcript as "OtherStateTest" and "OtherStateSubTest" or "OtherTest" and "OtherSubTest"
- Place the actual name of the test (APWorldHistory) in the NoteMessage field in the XML file
- Current test codes are included in the following slides.

Examples showing End of Course Assessments under Testing Information on the PDF transcript generated by Parchment

Testing Information	
SubTest Name	Score
ECA Lang/Arts Proficiency	B (Raw)
ECALA10 - 1004V04	602 (Raw)
ECALA10 - 1004V04	Passed (Raw)
OtherStateTest 2013-12-09	
ECA Lang/Arts Scale Score	403 (Raw)
ECA Algebra Scale Score	463 (Raw)
ECA Lang/Arts Proficiency	A (Raw)
ECA Algebra Proficiency	B (Raw)
OtherStateTest 2014-04-21	
ECA Algebra Scale Score	460 (Raw)
ECA Algebra Proficiency	B (Raw)
OtherStateTest 2014-12-08	
ECA Algebra Scale Score	399 (Raw)
ECA Algebra Proficiency	B (Raw)
OtherStateTest 2015-04-20	
ECA Algebra Scale Score	459 (Raw)
ECA Algebra Proficiency	B (Raw)
ACT 2013-03-01	
Composite	15.000 (Scaled)
English	10.000 (Scaled)
Mathematics	16.000 (Scaled)
Reading	14.000 (Scaled)
Science	19.000 (Scaled)

Appendix E – EducationTestCode and EducationTestName

These are the newer codes used in newer PESCS XML Schemas after August 2009

Appendix E – EducationTestCode and EducationTestName	
Test Code	Test Name
ACT	The ACT
ACTExplore	ACT EXPLORE
ACTInterestInventory	ACT Interest Inventory
ACTPlan	ACT PLAN
ACTWorkKeys	ACT WorkKeys
APArtDrawing	College Board Adv Placement in Art - Drawing
APArtGeneral	College Board Adv Placement in Art - General
APBiology	College Board Adv Placement in Biology
APCalculusAB	College Board Adv Placement in Calculus AB
APCalculusBC	College Board Adv Placement in Calculus BC
APChemistry	College Board Adv Placement in Chemistry
APComputerScienceA	College Board Adv Placement in Computer Science A
APComputerScienceB	College Board Adv Placement in Computer Science B
APEconomicsMacro	College Board Adv Placement in Economics Macro
APEconomicsMicro	College Board Adv Placement in Economics Micro
APEnglishLanguageComposition	College Board Adv Placement in English Language Composition
APFrenchLanguage	College Board Adv Placement in French Language
APFrenchLiterature	College Board Adv Placement in French Literature
APGermanLanguage	College Board Adv Placement in German Language
APGovernmentPoliticsComparative	College Board Adv Placement in Government & Politics - Comparative
APGovernmentPoliticsUS	College Board Adv Placement in Government & Politics - US
APHistoryArt	College Board Adv Placement in Art History
APHistoryEurope	College Board Adv Placement in European History
APHistoryUS	College Board Adv Placement in US History
APLatinCatHor	College Board Adv Placement in Latin Cat Hor
APLatinVergil	College Board Adv Placement in Latin - Vergil
APMusicListeningLiterature	College Board Adv Placement in Music Listening & Literature

version 1.3.0

Appendix E – EducationTestCode and EducationTestName	
Test Code	Test Name
APMusicTheory	College Board Adv Placement in Music Theory
APPPhysics	College Board Adv Placement in Physics
APPPhysicsEngineeringMechanics	College Board Adv Placement in Physics C - E & M
APPPhysicsMechanics	College Board Adv Placement in Physics C - Mech
APPsychology	College Board Adv Placement in Psychology
APSpanishLanguage	College Board Adv Placement in Spanish Language
APSpanishLiterature	College Board Adv Placement in Spanish Literature
CaliforniaHighSchoolExitExam	California High School Exit Exam
CLEPAccountingFinancial	College Level Examination Program - Financial Accounting
CLEPAAlgebraCollege	College Level Examination Program - College Algebra
CLEPBiology	College Level Examination Program - Biology
CLEPBusinessLawIntroduction	College Level Examination Program - Introduction to Business Law
CLEPCalculus	College Level Examination Program - Calculus
CLEPChemistry	College Level Examination Program - Chemistry
CLEPCompositionCollegeFreshman	College Level Examination Program - Freshman College Composition
CLEPCompisitionEnglish	College Level Examination Program - English Composition
CLEPEconomicsMacro	College Level Examination Program - Principles of Macroeconomics
CLEPEconomicsMicro	College Level Examination Program - Principles of Microeconomics
CLEPEnglishComposition	College Level Examination Program - English Composition
CLEPFrenchLanguage	College Level Examination Program - French Language (Levels 1 and 2)
CLEPGermanLanguage	College Level Examination Program - German Language (Levels 1 and 2)
CLEPGovernmentAmerican	College Level Examination Program - American Government
CLEPHistoryUSFrom1885	College Level Examination Program - U.S. History II: 1885 to Present
CLEPHistoryUSTo1877	College Level Examination Program - U.S. History I: Early Colonization to 1877
CLEPHumanGrowthDevelopment	College Level Examination Program - Human Growth and Development
CLEPHumanities	College Level Examination Program - Humanities

Appendix E – EducationTestCode and EducationTestName	
Test Code	Test Name
CLEPInformationSystems	College Level Examination Program - Information Systems and Computer Applications
CLEPLanguageSpanish	College Level Examination Program - Spanish Language (Levels 1 and 2)
CLEPLiteratureAmerican	College Level Examination Program - American Literature
CLEPLiteratureAnalysisAndInterpreting	College Level Examination Program - Analyzing and Interpreting Literature
CLEPLiteratureEnglish	College Level Examination Program - English Literature
CLEPManagement	College Level Examination Program - Principles of Management
CLEPMarketing	College Level Examination Program - Principles of Marketing
CLEPMath	College Level Examination Program - Mathematics
CLEPMathCollege	College Level Examination Program - College Mathematics
CLEPPreCalculus	College Level Examination Program - Precalculus
CLEPPsychologyEducational	College Level Examination Program - Educational Psychology
CLEPPsychologyIntroductory	College Level Examination Program - Introductory Psychology
CLEPSciencesNatural	College Level Examination Program - Natural Science
CLEPSocialSciencesAndHistory	College Level Examination Program - Social Sciences and History
CLEPSociologyIntroductory	College Level Examination Program - Introductory Sociology
CLEPWesternCivilizationFrom1648	College Level Examination Program - Western Civilization II: 1648 to Present
CLEPWesternCivilizationTo1648	College Level Examination Program - Western Civilization I: Ancient Near East to 1648
GED	General Education Development
GMAT	GMAT (Graduate Management Admission Test)
GRE	Graduate Record Examination General Test (ETS)
GREBiochemistryCellMolecular	Graduate Record Examination General Test (ETS)
GREBiology	Graduate Record Examination - Biology
GREChemistry	Graduate Record Examination - Chemistry
GREComputerScience	Graduate Record Examination - Computer Science
GRELiteratureEnglish	Graduate Record Examination - Literature in English
GREMathematics	Graduate Record Examination - Mathematics

Appendix E – EducationTestCode and EducationTestName	
Test Code	Test Name
GREPhysics	Graduate Record Examination - Physics
GREPsychology	Graduate Record Examination - Psychology
IELTS	International English Language Testing System (Cambridge)
InternationalBaccalaureate	International Baccalaureate
LSAT	Law School Admission Test
MCAT	Medical Colleges Admissions Test
OtherStateTest	Other State Test
OtherTest	Other Test
SAT	SAT Reasoning Test
SATBiology	SAT Subject Test - Biology E/M
SATChemistry	SAT Subject Test - Chemistry
SATChineseListening	SAT Subject Test - Chinese with Listening
SATFrenchListening	SAT Subject Test - French Listening
SATGerman	SAT Subject Test - German
SATGermanListening	SAT Subject Test - German Listening
SATHebrew	SAT Subject Test - Hebrew
SATHebrewModern	SAT Subject Test - Modern Hebrew
SATHistoryWorld	SAT Subject Test - World History
SATItalian	SAT Subject Test - Italian
SATJapaneseWithListening	SAT Subject Test - Japanese with Listening
SATKoreanListening	SAT Subject Test - Korean with Listening
SATLatin	SAT Subject Test - Latin
SATLiterature	SAT Subject Test - Literature
SATMath1	SAT Subject Test - Mathematics Level I
SATMath2	SAT Subject Test - Mathematics Level II
SATPhysics	SAT Subject Test - Physics
SATSpanish	SAT Subject Test - Spanish
SATSpanishListening	SAT Subject Test - Spanish Listening
SATUSHistory	SAT Subject Test - American History
TABE	Test of Adult Basic Education
TOEFL	Test of English as a Foreign Language

Project Resources

Indiana Department of Education Project Website
<http://www.doe.in.gov/indianacommoneselectronictranscript>

Counselor E-Newsletter (SSINTouch)

Parchment Student Portal: www.parchment.com

Parchment Admin Portal: www.exchange.parchment.com

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OPEN FORUM FOR Q&A