

Indiana e-Transcript Guide

PowerSchool
Student Information System

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This edition applies to Release 8.2.2 of the PowerSchool software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Introduction

The Indiana e-Transcript Guide provides required setup elements and report details for accurate Indiana e-Transcript XML report. The information in this guide is grouped first by the remote connection management, district, school, and student setup items, and second by the XML extract report.

Many of the setup elements must be populated with report-specific details before running the XML extract. Some of these items are configured during PowerSchool implementation. PowerSchool Online Help is also available to assist with the setup of Indiana state reporting.

The setup items in this guide are for the XML e-Transcript extract for Indiana. Refer to the *Indiana State Reporting Guide* for additional setup information.

The report included in this guide are listed in the following table. This table includes the following elements:

- Report Name – The name of the report as displayed in PowerSchool.
- Description – The purpose of the report.
- Due Date / Cycle – The timeframe during which the report is submitted to the state.

Note: The e-Transcript file generated is in XML format only.

Report Name	Description	Due Date / Cycle
e-Transcript XML File Generator	A summary of a student's academic performance, testing performance, immunization information, and student achievements. The program will allow all students at all accredited Indiana high schools to request that their transcripts be transmitted electronically to state educational institutions, participating Indiana not-for-profit or privately endowed institutions, and participating Indiana institutions authorized by the board for proprietary education.	As needed

Additional Resources

See the following resources for more information on PowerSchool and Indiana state reporting.

Indiana State Reporting Guide

The *Indiana State Reporting Guide* provides detailed information for Indiana reporting.

PowerSchool Online Help

For more information on using PowerSchool and working with PowerSchool screens and fields, see the PowerSchool Online Help.

Tip: Open the Online Help by clicking the Help icon  in the upper-right corner of any PowerSchool page.

PowerSource

Visit PowerSource, the PowerSchool customer portal <https://support.powerschool.com> to view or download:

- PowerSchool user guides and Knowledgebase articles
- Indiana state reporting guides and Knowledgebase articles
- PowerSchool training videos
- PowerSchool and state reporting forums
- PowerSchool training calendar and class locations
- Online technical support

Note: A user name and password are required to access PowerSource.

PowerSchool Data Dictionary

For more information on PowerSchool tables and fields, see the *PowerSchool Data Dictionary Tables* guide, which identifies all tables in the database, and provides table column definitions, field data types, and field descriptions.

Visit [PowerSource](#) to obtain a copy of this document.

Indiana Resources

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

Indiana's Common Electronic Transcript: <http://www.doe.in.gov/student-services/student-assistance/indiana%E2%80%99s-common-electronic-transcript>

Setup Elements

The following data elements must be set up prior to running Indiana state reports.

For more information regarding data elements, see the [PowerSchool Online Help](#).

Understanding the Setup Table

Each setup table may include some or all of the following elements. Reports will not display elements that are not pertinent to that report.

- **Breadcrumbs** – Navigation aid used to show the path to the data entry page as listed on the page in PowerSchool.

Example: Courses > Edit Course District Information.

Each “>” indicates a new page or link.

- **Navigation** – Navigation to the data entry page based on the path to the page.

Example: **Select Courses > Select [Course]**.

Each “>” indicates the link to select.

Note: The first page in the navigation is Start Page. This page name is removed for brevity.

- **Data Element** – The name of the field as it appears on the page.
- **Additional Information** – Guidance for correct data entry.
- **[Table]** – The name of the table where the data is stored.
- **Field Name** – The name of the field where the data is stored.

Note: The Table name appears in brackets with the Field Name directly following. Example: [Table]FieldName.

- **Length** – The length (in characters) of the data to be entered, as defined by the state.
- **Required** – This field may be populated with “Required” or “Optional” to indicate whether the data element is required for Indiana e-Transcript reporting.

Remote Connection Management

The following data elements are required for the remote connection management setup of e-Transcript reporting. To set up the remote connection, do the following:

1. On the Start Page, click the **School** link at the top of the page. The school list appears.
2. Choose **District Office** from the pop-up menu. The district start page appears.
3. Click **District**. The District Setup page appears.
4. Under Indiana State Information, click **Remote Connection Management**. The Remote Connection Management page appears.
5. Click the connection name you want to edit, or click **Add** to add a new connection.

Note: You need to obtain a Public Key (Consumer Key) and a Private Key (Consumer Secret) from Parchment to set up the Remote Connection Management successfully.

Note: Unless you are instructed otherwise, you must use the default values to transmit e-Transcript XML files.

Data Element	Additional Information	Default Value
Connection Name	Enter the Connection Name. This will populate the pop-up menu on the Indiana e-Transcript Submission page. See Transmitting the e-Transcript XML File for more information about the Indiana e-Transcript Submission Page. This field is pre-populated with the default value.	Parchment
Protocol	Choose the Protocol from the pop-up menu. This field is pre-populated with the default value.	OAuth
Application ID	Enter the Application Id. This field is pre-populated with the default value.	PowerSchool
Application Name	Enter the Application Name. This field is pre-populated with the default value.	SendLibraryService

Data Element	Additional Information	Default Value
Signature Method	Enter the Signature Method. This field is pre-populated with the default value.	HMAC-SHA1
URI	Enter the URI. This field is pre-populated with the default value.	https://exchange.parchment.com/api/v4/sendlib/rest/sendlibraryservice/pesc/highschool/1.3.0/transcripts
Public Key (Consumer Key)	Enter the Public Key. This value is given to the district by Parchment. You need to contact Parchment to obtain your Public Key (Consumer Key).	
Private Key (Consumer Secret)	Enter the Private Key. This value is given to the district by Parchment. You need to contact Parchment to obtain your Private Key (Consumer Secret).	

District Setup

The following data elements are required for district setup of e-Transcript reporting. The first two pages of navigation are removed for brevity:

Start Page > District Setup.

1. On the Start Page, click the **School** link at the top of the page. The school list appears.
2. Choose **District Office** from the pop-up menu. The district start page appears.
3. Click **District**. The District Setup page appears.

Data Element	Additional Information	[Table]FieldName	Length	Required
Test > Edit Test				
Test	Enter the name of the test. Field must be populated for student test results of this test to extract.	[S_IN_TST_X]Test_Code	60	Required to extract test data
Test > Test Results: 'Test Name' > Edit Test Result				
Sub Test Code	Enter the sub test code. Field must be populated for student test results of this test score to extract.	[S_IN_TSC_X]Sub_Test_Code	60	Required to extract test score data
Schools/School Info > Edit/New School				
Include Stored Grades from this School in e-Transcript	Choose True from the pop-up menu to include grades from this school in e-Transcripts. Note: If this is set to False, you can force a grade to be included in e-Transcript by setting the Include in e-Transcript field to True on the Stored Grade.	[S_IN_SCH_X]Include_In_Transcript	1	Optional

Data Element	Additional Information	[Table]FieldName	Length	Required
CEEB ACT Code	Enter the CEEB ACT Code. The CEEB ACT Code is the unique identifier assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner.	[S_IN_SCH_X]CEEB_ACT_Code	6	Required
Immunization Mapping				
Immunization Date	Enter the date of the immunization.	[S_IN_IMMUNIZATION_MAPPING_S]Date_Format		Required
Immunization CPT Code	Enter the CPT code of the immunization For CPT codes see https://ocm.ama-assn.org/OCM/CPTRelativeValueSearch.do?submitButton=accept	[S_IN_IMMUNIZATION_MAPPING_S]CPT_Code		Required

School Setup

The following data elements are required for school setup. The first two pages of navigation are removed for brevity:

Start Page > School Setup.

1. On the Start Page, click the **School** link. The school list appears.
2. Choose a school from the pop-up menu. The school start page appears.
3. Click **School**. The School Setup page appears.

Data Element	Additional Information	[Table]FieldName	Length	Required
Class Rank Settings > Class Rank Methods				
GPA Range Maximum	Enter the maximum possible grade point value a student can receive for an overall GPA in this class rank, for example: 4.0 or 12.0. Note: If you need to override this value for an individual student, use the GPA Range Maximum Override field on the individual student's page. Student Selection > Indiana State Information > Transcript Information.	[S_IN_GEN_X]GPA_Range_Maximum	18	Required
Courses				
Course Credit Basis	Choose the type of enrollment associated with the credit hours for the course from the pop-up menu. Valid values:	[S_IN_CRX_X]Course_Credit_Basis	30	Required

Data Element	Additional Information	[Table]FieldName	Length	Required				
	<ul style="list-style-type: none"> • Regular (blank value stored) • AdvancedPlacement • InternationalBaccalaureate • HighSchoolTransferCredit <p>Note: For Dual Credit Courses, select Yes in the Dual Credit pop-up menu.</p>							
State Course Name	Enter the name or title of the course taken by a student at an academic institution.	[S_IN_CRX_X]State_Course_Name	60	Required				
<p>Years & Terms > New</p> <p>Years & Terms > Edit Terms</p>								
Course Length	<p>Select the time frame of the course from the pop-up menu.</p> <p>Known Issue: The terms extension value will not save when creating a new term.</p> <p>Workaround: Edit an existing term to save the terms extension value.</p> <p>Note: If left blank, the following Course Length will be extracted based on the term portion field translated using the following term portion conversion.</p> <table border="0" data-bbox="537 1295 919 1373"> <tr> <td>Portion</td> <td>Extracted Value</td> </tr> <tr> <td>FullYear</td> <td>Full Year</td> </tr> </table>	Portion	Extracted Value	FullYear	Full Year	[S_IN_TRM_X]Course_Length		Required
Portion	Extracted Value							
FullYear	Full Year							

Data Element	Additional Information	[Table]FieldName	Length	Required
	<p>1/2 Semester</p> <p>1/3 Trimester</p> <p>1/4 Quarter</p> <p>1/5 Quinmester</p> <p>Note: If your term's portion does not match the conversion table above, you should choose the correct Course Length from the popup menu that matches your term.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • FullYear • Semester • Trimester • Quarter • Quinmester • MiniTerm • SummerSession • Intersession • LongSession • FallSession • FourOneFourPlan • Continuous • DiffersByProgram • Other • TwelveMonth 			

Student Setup

The following data elements are required for student setup of e-Transcript reporting. The first two pages of navigation are removed for brevity:

Start Page > Student.

1. On the Start Page, select the **School** link at the top of the page.
2. Choose the appropriate school from the pop-up menu.
3. Click **Submit**.
4. Select the first letter of the student's last name.
5. Select a student from the list. The last accessed student information page opens for the student selected.

Data Element	Additional Information	[Table]FieldName	Length	Required
State/Province – IN > Transcript				
Address Country Code	Enter the student's country. If this field is left blank, the e-Transcript report will default to US.	[S_IN_STU_X]Address_Country_Code		Optional
Assigning Agency	Choose the type of agency that assigned the student's identification number from the pop-up menu. Valid values <ul style="list-style-type: none"> • Migrant • MutuallyDefined • National • Regional • State 	[S_IN_STU_X]Assigning_Agency		Required

Data Element	Additional Information	[Table]FieldName	Length	Required
Grade Level Code	<p>Choose the current grade level of the student or the highest grade level attained by the student at the time the record was created.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • FirstGrade • SecondGrade • ThirdGrade • FourthGrade • FifthGrade • SixthGrade • SeventhGrade • EighthGrade • NinthGrade • TenthGrade • EleventhGrade • TwelfthGrade • Grade13 • NonDegree • Ungraded <p>Note: If this field is left blank, e-Transcripts attempts to use Students Grade Level.</p>	[S_IN_STU_X]Student_Level_Code		Required

Data Element	Additional Information	[Table]FieldName	Length	Required
Graduation Date	Enter the date that the student graduated.	[S_IN_STU_X]Graduation_Date		Required
Cohort Graduation Year	Enter the school year in which the student entered the baseline group used for computing completion rates, for example, high school year and program. Note: If the State Reporting field of Cohort Graduation Year is populated, then e-Transcript uses this field. Otherwise, e-Transcripts will use the Graduation Year field.	[S_IN_STU_X]Cohort_Graduation_Year	4	Required
Graduation Year	Enter the year that the student graduated.	[Students]Graduation_Year		Optional
Diploma Level	Choose the student's diploma level from the pop-up list. Valid values: <ul style="list-style-type: none"> (B18) Standard High School Diploma which may or may not include an exit test. (B19) Advanced or honors diploma. (B22) Certificate of completion or attendance. (B26) International diploma or certificate, such as International Baccalaureate. 	[S_IN_STU_X]Diploma_Level		Required

Data Element	Additional Information	[Table]FieldName	Length	Required
Diploma Type	<p>Select the types of diplomas.</p> <p>Valid values:</p> <ul style="list-style-type: none"> • General • Core 40 • Core 40 with Academic Honors (AHD) • Core 40 with Technical Honors (THD) • Certificate of Completion • International Baccalaureate <p>Note: You can select multiple diploma types by holding down the CTRL key while making your selections.</p>	[S_IN_STU_X]Diploma_Type	400	Required
GPA Range Maximum Override	<p>Enter the maximum grade point value a student can receive for an overall GPA.</p> <p>Note: Use this field to override the value from the student's Class Rank Method.</p>	[S_IN_STU_X]GPA_Range_Maximum	18	Required

Data Element	Additional Information	[Table]FieldName	Length	Required
Academic Honors	Enter the descriptive titles for the honors received. Some common ones are Valedictorian, Salutatorian, and With Honors. Note: Separate multiple titles with a comma. Note: Academic Honors are not specifically tied to the diploma awarded.	[S_IN_STU_X]Academic_Honors	30	Required
Licensure Name	Enter the name of the student's license or certification.	[S_IN_STU_LICENSURE_C]Licensure_Name	60	Required
Licensure Pass Date	Enter the date the student passed.	[S_IN_STU_LICENSURE_C]Licensure_Pass_Date		Required
Licensure Note Message	Enter additional Information about the licensure or certification.	[S_IN_STU_LICENSURE_C]Licensure_Note_Message	80	Required
Historical Grades > Edit Stored Grade				
Exclude from e-Transcript	Choose True from the pop-up menu to exclude stored grade from the e-transcript. Note: This value takes precedence over the Display on Transcript field AND the Include in e-Transcript field.	[S_IN_SGR_X]Exclude_From_Transcript		Required

Data Element	Additional Information	[Table]FieldName	Length	Required
Include in e-Transcript	Choose True from the pop-up menu to include the stored grade record on the XML e-transcript. Note: This value takes precedence over the Display on Transcript field but NOT the Exclude from e-Transcript field.	[S_IN_SGR_X]Include_In_Transcript		Required
State Course Code	Enter the course ID that was assigned to this course by the state or other agency. Note: If this field is left blank, the Course's Alternate Course Number value that is displayed on the page will be used.	[S_IN_SGR_X]State_Course_Code	30	Required
State Course Name	Enter the name or title of the course. Note: If this field is left blank, the Course's State Course Name value that is displayed on the page will be used.	[S_IN_SGR_X]State_Course_Name	60	Required
Course Length	Choose the timeframe of the course such as fullyear, semester, trimester, etc., from the pop-up menu. Valid values <ul style="list-style-type: none"> • FullYear • Semester 	[S_IN_SGR_X]Course_Length		Required

Data Element	Additional Information	[Table]FieldName	Length	Required
	<ul style="list-style-type: none"> • Trimester • Quarter • Quinmester • MiniTerm • SummerSession • Intersession • LongSession • FallSession • FourOneFourPlan • Continuous • DiffersByProgram • Other • TwelveMonth <p>Note: If this field is left blank, the Course Length value (based on the Section's Terms) that is displayed on the page will be used.</p>			
Course Credit Basis	<p>Choose the type of enrollment associated with the credit hours for the course from the pop-up menu. For Dual Credit Courses, use HighSchoolDualCredit in this field.</p> <p>Valid values</p> <ul style="list-style-type: none"> • Regular • AdvancedPlacement 	[S_IN_SGR_X]Course_Credit_Basis	30	Required

Data Element	Additional Information	[Table]FieldName	Length	Required
	<ul style="list-style-type: none"> • InternationalBaccalaureate • HighSchoolTransferCredit • HighSchoolDualCredit <p>Note: If this field is left blank, the Course's Course Credit Basis value that is displayed on the page will be used.</p>			
Grade Level Code	<p>Choose the Grade Level Code from the pop-up menu.</p> <p>Valid values</p> <ul style="list-style-type: none"> • FirstGrade • SecondGrade • ThirdGrade • FourthGrade • FifthGrade • SixthGrade • SeventhGrade • EighthGrade • NinthGrade • TenthGrade • EleventhGrade • TwelfthGrade • Grade13 • NonDegree 	[S_IN_SGR_X]Grade_Level_Code		Required

Data Element	Additional Information	[Table]FieldName	Length	Required
	<ul style="list-style-type: none"> • Ungraded <p>Note: If this field is left blank, the Historical Grade Level value that is displayed on the page will be used.</p>			
Test Results > Edit Student Test				
Exclude from e-Transcript	Choose True from the pop-up menu to exclude the test from the e-transcript.	[S_IN_STT_X]Exclude_From_Transcript		Required

Reports

Understanding the Report Output Table

The report output tables in this guide include the following elements:

- **Data Element** – The name of the data element.
- **Description** – Additional information about the data element, including state reporting rules.
- **Data Type** – The field type used for the data element, such as character string, numeric, etc.
- **Stored in** – The table and field where the data is stored.

Note: The Table name appears in brackets with the Field Name directly following. Example: [Table]FieldName.

- **[Table]** – The name of the table where the data is stored.
- **Field Name** – The name of the field where the data is stored.
- **Req'd** – Information about whether the field is required, recommended, or optional.
 - **Req** - Required
 - **Recc** - Recommended
 - **Opt** - Options

e-Transcript XML File Generator

A summary of a student's academic performance, testing performance, immunization information, and student achievements. The program will allow all students at all accredited Indiana high schools to request that their transcripts be transmitted electronically to state educational institutions, participating Indiana not-for-profit or privately endowed institutions, and participating Indiana institutions authorized by the board for proprietary education.

Note: Only one student can be present in the XML file for submission. Run the report for a single student only.

Selection Criteria

Selection criteria determine which database records are used in the report. Refer to selection criteria for analysis when the report does not return the correct records.

The report selects records based on the following criteria:

Student Criteria

- The student must be enrolled on the Snapshot Date
- This report only includes students who are included in State Reporting.
- Fields on the students Transcript Tab are used for this report.
- You may exclude students' Test Results from the e-Transcript (the test will not be included unless the Test Code and Sub Test Code fields are populated. See [District Setup](#) and [Tests Criteria](#) in this guide for more information about Test Code and Sub Test Code fields.

Historical/Stored Grade Criteria

Start Page > District Setup > Schools/School Info

- Grades will only be extracted from schools that have the flag Include Stored Grades from this School in e-Transcript set to True.
Note: You can force a grade to be included from a school that is not included by setting the Include in e-Transcript field to True on the Stored Grade.
- Stored Grades will be included if the Display On Transcript flag is set to Yes, unless the Exclude from e-Transcript is set to True.
- Stored Grades where Display On Transcript is set to No, can be included by setting the Include in e-Transcript flag to True.
- State Fields on the students' Historical Grades page are used for the e-Transcript.

Course Criteria

Start Page > School Setup > Courses

- State fields on the Courses page are used for the e-Transcript.

Years & Terms Criteria

Start Page > School Setup > Years & Terms > Term Setup > Edit Term

- Course Length is determined by the sections' Term Portion.
- We attempt to automatically convert Term Portions: Full Year = FullYear, 1/2 = Semester, 1/3 = Trimester, 1/4 = Quarter, 1/5 = Quinmester.
- If your School does not follow these standards, you must select a Course Length from the state field provided for term setup (this can also be overridden on each StoredGrade).

GPA/Class Rank Criteria

Start Page > School Setup > Class Rank Settings

- GPA is derived from the Class Rank calculation, the Class Rank Method is selected as a report parameter. Make sure your Class Rank Methods include the GPA Calculation Method you wish to extract.
- Class Ranks need to be up-to-date using the Class Rank Recalculation Frequency.
- GPA Range Maximum should be populated on the Class Rank Method page.

Note: GPA Range Maximum can be overridden on a per student basis on the Students Transcript Tab.

Immunization Criteria

Start Page > District Setup > Health (Immunizations) (Must be in District Office mode to modify Immunization Mapping)

- If custom fields are used to house students' Immunization Dates, the entries from the Immunization Mappings will be extracted.
- If the Health Module is used, vaccinations where the State Report Code is populated will be extracted.

Tests Criteria

Start Page > District Setup > Test

- Only Tests with the Test Code field populated will be extracted.
- Only Test Scores with the Sub Test Code field populated will extract.
- Only student Tests Results with Grade Level 9 and above will extract.
- Students' tests can be excluded from the e-Transcript on the students' Test Results page.
- The Number field will be reported for each valid student test score.

Note: You may exclude students' Test Results from the e-Transcript (the test will not be included unless the test's Test Code and test score's Sub Test Code fields are populated).

Report Input

To generate the e-Transcript XML File Generator report, do the following:

1. On the Start Page, click **Reports**. The Reports page appears.
2. Click the **State** tab. The State Reports page appears.
3. Click **e-Transcript XML File Generator**. The e-Transcript XML File Generator Report page appears.
4. Enter information in all of the required fields.

Note: Select the checkbox next to the filter fields to save the settings as defaults. To select all checkboxes, choose **Select All** from the pop-up menu. To clear all checkboxes, choose **Clear All**.

5. Click **Submit** to generate the report.

Note: This report cannot be run from District Office.

Field	Description
Select a Single Student	Select the student for which you want to run the e-Transcript report. The Students listed in the selection box consists of students enrolled at the current school at any point during the year of the selected term at the top of the page. Note: If you change the current year, you must go back to the State Reports page to refresh the student selection box.
Report Snapshot Date*	Enter the end date of the student's enrollment for the period that you wish to run the e-Transcript for. This date is used to calculate the student's grade level. Note: Student must be enrolled on the Snapshot Date.
Class Rank Methods*	Choose the Class Rank Method from the pop-up menu. Class Rank Method is used to determine GPA and Class Rank.
Receiving Institution ATP Code	Enter receiving institution's ATP Code (optional).
Receiving Institution Name	Enter receiving Institution's name (optional).

Report Output – XML File

Each of the fields displayed in the output of the report are described below. See [Understanding the Report Output Table](#) for a definition of each column in the table.

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
CEEBACT	This is the unique identifier that is assigned by the College Entrance Examining Board and ACT for each K-12 data exchange partner. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (6)	[S_IN_SCH_X]CEEBACT_Code	Req
LocalOrganizationID Code	This is the state-assigned school ID. If not blank, the Private School number is extracted for this field. If the Private School number field is blank, then the Alternate School number is extracted. If the Alternate School number field is blank, the School Number is extracted.	Alpha-numeric (35)	[Schools]IN_SchoolNumberPrefix or [Schools]Alternate_School_Number or [Schools]School_Number	Req
LocalOrganizationID Qualifier	The state that assigned the Local Organization ID Code above. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (2)	[Schools]SchoolState	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
OrganizationName	The name of the school that is sending the transcript. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (60)	[Schools]Name	Recc
AddressLine	The street address of the sending school. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (40)	[Schools]SchoolAddress	Recc
City	The city portion of the address of the sending school. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (30)	[Schools]SchoolCity	Recc
StateProvinceCode	The state portion of the address of the sending school. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (2)	[Schools]SchoolState	Recc
PostalCode	The postal code portion of the address of the sending school. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (17)	[Schools]SchoolZip	Recc
PhoneNumber	The phone number for the school. This field is extracted from the district information, Start Page > District Setup > Schools/School Info > Edit School.	Alpha-numeric (11)	[Schools]SchoolPhone	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
ATP	The ATP code of the receiving institution. This field is entered in the report input.	Alpha-numeric (6)		Opt
OrganizationName2	The name of the receiving institution. This field is entered in the report input.	Alpha-numeric (60)		Opt
SchoolAssignedPersonID	This field contains the student's school assigned ID. This field is extracted from the student information.	Alpha-numeric (20)	[Students]Student_Number	Req
AgencyAssignedID	This field contains the student's STN number. This value is extracted from the student information, Student Selection > Indiana State Information.	Alpha-numeric (30)	[Students]State_StudentNumber	Req
AgencyCode	This field contains the type of agency that assigned the AgencyAssignedID. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript.	Enumerated List	[S_IN_STU_X]Assigning_Agency	Req
BirthDate	The student's date of birth.	Date	[Students]DOB	Req
FirstName	The student's legal first name.	Alpha-numeric (35)	[Students]First_Name	Req
MiddleName	The student's legal middle name.	Alpha-numeric (35)	[Students]Middle_Name	Opt
LastName	The student's legal last name.	Alpha-numeric (35)	[Students]Last_Name	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
AddressLine3	The student's street address.	Alpha-numeric (40)	[Students]Street	Req
City4	The city portion of student's address.	Alpha-numeric (30)	[Students]City	Req
StateProvinceCode5	The state portion of student's address.	Enumeration	[Students]State	Req
PostalCode6	The postal code portion of student's address.	Alpha-numeric (17)	[Students]Zip	Req
CountryCode	The country code of the student's address. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript.		[S_IN_STU_X]Address_Country_Code Defaults to US if this field is blank.	Opt
PhoneNumber7	The student's home phone number.	Alpha-numeric (11)	[Students]Home_Phone	Req
GenderCode	The student's gender.	Enumeration	[Students]Gender	Req
StudentLevelCode	The student's grade level as of the snapshot date. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript. If the Student_Level_Code is blank, then the value is extracted from [Students]Grade_Level.	Enumeration	[S_IN_STU_X]Grade_Level_Code Or [Students]Grade_Level	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
CohortGraduationYear	The school year in which the student entered the baseline group used for computing completion rates, e.g., high school year and program.	Date (Year)	[S_IN_STU_X]Cohort_Graduation_Year or, if blank, [Students]Graduation_Year	Req
GPARangeMaximum	The maximum grade point value that the student can receive for an overall GPA. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript. If the GPARangeMaximum is blank then the value is extracted from the school's class rank method, School > Class Rank Settings > Class Rank Methods.	Alpha-numeric (18)	[S_IN_GEN_X.GPA]Range_Maximum Or [S_IN_GEN_X]gpa_range_maximum	Req
AcademicAwardLevel	The level of the student's degree, certificate, or award granted for the successful completion of an academic program. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript.	Enumeration	[S_IN_STU_X]Diploma_Level	Req
AcademicAwardDate	The date the student received the degree, certificate, or award. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript.	Date	[S_IN_STU_X]Graduation_Date	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
AcademicAwardTitle	The descriptive title of the academic degree, certificate, or award. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript.	Alpha-numeric (400)	[S_IN_STU_X]Diploma_Type	Req
GradePointAverage	The student's grade point average. This value is extracted from the student's class rank using the GPA Calculation Method in the school's Class Rank Method, School Setup > Class Rank > Class Rank Methods.	Number	[ClassRank]GPA	Recc
HonorsTitle	The descriptive title for honors that the student has received. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript.	Alpha-numeric	[S_IN_STU_X]Academic_Honors	Req
ClassRank	The student's class rank relative to other students in their academic class.	Number	[ClassRank]Rank	Opt
ClassSize	The total number of students for this school that are being ranked.	Number	[ClassRank]OutOf	Opt
LicensureName	The name of a license or certification that the student has achieved. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript. Can include an infinite number of achievements.	Alpha-numeric (60)	[S_IN_STU_LICENSURE_C]Licensu re_Name	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
LicensurePassageDate	This is the date that the student achieved the license or certification. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript. Can include an infinite number of achievements.	Date	[S_IN_STU_LICENSURE_C]Licensure_Pass_Date	Req
NoteMessage	This is additional information about the license or certification. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript. Can include an infinite number of achievements.	Alpha-numeric (80)	[S_IN_STU_LICENSURE_C]Licensure_Note_Message	Req
StudentLevelCode	The student's grade level as of the snapshot date. This value is extracted from the student information, Student Selection > State/Province – IN > Transcript. If the Student_Level_Code is blank, then the value is extracted from [Students]Grade_Level.	Enumeration	[S_IN_STU_X]Student_Level_Code Or [Students]Grade_Level	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
SessionDesignator	<p>The starting year and month of the academic term or session within the sending school's calendar. This value is extracted from the student's grades. If the session is associated with the grade, then the value is created from the first day of the term. If the session is not associated with the grade, then the value is created from the start date for the term ID.</p> <p>Note: If the grade is a transfer grade, you can edit the term ID.</p>	Date (ccyy-mm)		Req
SessionType	<p>The length of the academic session. If the student's stored grade has a Course Length associated with it, then this value is extracted, Start Page > Student > Historical Grades > Edit Stored Grade. If it is blank, then the value is extracted from the school's years and terms information, Start Page > School Setup > Years & Terms. If this is blank, then the value is calculated based on the term portion, Start Page > School Setup > Years & Terms > Term Setup > Edit Term.</p> <p>Note: SessionType can only be calculated from term portions higher than 1/5 of the school year. If your term portion is smaller than 1/5, then you need to enter the value into the Course Length field.</p>	Enumeration	[S_IN_SGR_X]Course_Length Or, if blank, S_IN_TRM_X.Course_Length	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
SessionSchoolYear	The range of years that are considered the school year associated with the grade. This value is extracted from the student's grades. The value is created from using the Term ID.	ccyy-ccyy	Created using [StoredGrades]TermID	Opt
CourseCreditBasis	The type of enrollment associated with the credit hours for the course. This value is extracted from the school information, Start Page > School Setup > Courses. Note: If the field [Courses]IN_Dual_Credit is Yes, then a value of HighSchoolDualCredit will extract for Course Credit Basis on the e-Transcript.	Enumeration	[S_IN_CRX]Course_Credit_Basis	Req
CourseCreditEarned	The number of credits a student earned by the successful completion of a course.	Number	[StoredGrades]EarnedCrHrs	Recc
CourseAcademicGrade	The final grade awarded for participation in the course.	Alpha-numeric (10)	[StoredGrades]Grade	
CourseQualityPoints Earned	The numerical value assigned to a letter grade to provide a basis of quantitative determination of an average.	Number	[StoredGrades]GPA_points	Recc

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
CourseNumber	<p>The official reference number portion of a course identifier. This number frequently designates the level of the course as well as the level of the student expected to enroll in the course.</p> <p>This value is extracted from [StoredGrades]Course_Number, or, if this value is blank, it is extracted from [Courses]Course_Number.</p>	Alpha-numeric (15)	[StoredGrades]Course_Number Or, if blank, [Courses]Course_Number	Opt
CourseTitle	The state's name or title of the course taken by a student at an academic institution. This value is extracted from the school's course information, Start Page > School Setup > Courses.	Alpha-numeric (30)	[S_IN_CRX_X]State_Course_Name	Req
AgencyCourseID	The course ID that was assigned to this course by the state or other agency. This value is extracted from the school's course information, Start Page > School Setup > Courses.	Alpha-numeric (60)	[S_IN_SGR_X]State_Course_Code Or, if blank, [Courses]Course_Number	Req
NoteMessage	A local (district) course name. This value is extracted from the stored grade information, or, if blank, it is extracted from the school's course information.	Alpha-numeric (60)	[StoredGrades]Course_Name Or, if blank, [Courses]Course_Name	Opt

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
DaysAbsent	Attendance recorded as days (or partial days) the student did not attend. Depending on the data available, this can be reported as days the student did not attend for the school year or for the school session. This value is extracted from the student's information.	Number	[StoredGrades]Absences	Req
ImmunizationCode	Medical immunization or vaccine code from the Current Procedural Terminology (CPT) 2002 of the American Medical Association. This value is extracted from the student's information.	Alpha-numeric (20)	[S_IN_IMMUNIZATION_MAPPING_S]CPT_Code	Req
ImmunizationDate	The date of the immunization. This value is extracted from the student's information.	Date (ccyy-mm-dd)	[S_IN_IMMUNIZATION_MAPPING_S]Date_Format	Req
EducationTestCode	The code identifying the test in the newer XML version of Test Codes. Required for Indiana = ISTEP (OtherStateTest) This value will only be extracted if the field is populated.	Enumeration (60)	[S_IN_TST_X]testCode	Req
TestDate	The date of the test. This value is extracted from the student's test score information, Start Page > Student Selection > Test Results.	Date (ccyy-mm-dd)	[StudentTest]Test_Date	Req

Data Element	Description	Data Type	Stored in [Table]FieldName	Req'd
EducationSubTestCode	<p>The code identifying the sub-part of a standardized test (e.g. Quantitative, Verbal). These codes are the newer codes used in the XML Education Test Score Reporting and the Application for Admission schemas. They are tied to each individual test. The Sub Test Code needs to be filled out for each test score.</p> <p>Note: You can exclude a student's tests by selecting Exclude from Transcript from Edit Student Test, Start Page > Student Selection > Edit Student Test</p>	Enumeration (60)	[S_IN_TSC_X]Sub_Test_Code	
ScoreValue	<p>The actual value of the score the student received on the student's latest ISTEP program test under IC 20-32-5. Only extracting number value. This value is extracted from the student's test score information, Start Page > Student Selection > Test Results.</p>		[StudentTestScore]NumScore	Req

e-Transcript Submission

Transmits the XML file created by the e-Transcript XML File Generator to the Parchment server setup in the Remote Connection Management.

Pre-requisite: Remote connection to Parchment must be setup prior to e-Transcript submission. Go to [Remote Connection Management](#) section of this document to setup.

Saving the XML File

Prior to transmitting the e-Transcript XML file, you must save the XML file. To save the file, do the following.

1. On the start page, click the **Report Queue** button in the navigation bar. The Report Queue (ReportWorks) - My Jobs page appears.
2. Click the **ReportWorks** tab. The Report Queue (ReportWorks) - My Jobs page displays all of your reports. Pending or running reports appear in the Queued Reports section. All other reports appear in the Completed Reports section.
3. Click the **Output Type Icon** or the **Completed** hyperlink in the Status field to open or download the report.

Note: The file name defaults to e-Transcript_Submission_StudentLastName_StudentFirstName.xml

Transmitting the e-Transcript XML File

To transmit the e-Transcript XML file, do the following:

1. On the Start Page, click **District**. The District Setup page appears.
2. Under Indiana State Information, click **e-Transcript Submission**. The Indiana e-Transcript Submission page appears.

Note: You can also access the Indiana e-Transcript Submission page from the report by clicking **e-Transcript Submission Page** on the e-Transcript XML File Generator Report page.

3. Click **e-Transcript Submission Page**. The Indiana e-Transcript Submission page appears.

4. Click **Browse** to select the XML file. The following information appears:
 - a. File name (file size and type)
 - b. Student - Student name (Student ID)
 - c. Destination – Receiving Organization Name (ATP Code)
5. Choose the connection from the pop-up menu.
6. Click **Upload** to transmit the file. A transmission status message will appear.

Note: If you receive any status other than OK (200) and an AcknowledgementCode of Accepted in the HTML/XML text (located under the status message), then contact Parchment for further details.

Note: Click the **Submission Log** hyperlink to open the Indiana e-Transcript Submission Log page to view transmission details.

Understanding the Indiana e-Transcript Submission Log Page

Use the following table to view information in the fields:

Field	Description
Select	Select entries to delete.
Time Submitted	The time the XML file was submitted.
Student Number	The student number
Student Name	The student name.
ATP Code	The ATP code of the receiving organization.
Organization Name	The name of the receiving organization.
Connection Name	The name of the connection used to transmit the file.
Connection URL	Click the Connection URL hyperlink to view the full connection URI.

Field	Description
Submission Content	Click the View hyperlink to view the XML file.
Status	The status of the transmission.
Response	Click the response hyperlink to view the full response from the transmission.
Delete	Click to delete any selected records. Note: Deleting records will reload the page.
Reload	Click to reload the page.
Submission	Click to return to the Indiana e-Transcript Submission page.