



MEMORANDUM

TO: Indiana School Superintendents, Principals, and School Counselors
FROM: IDOE Office of Student Services
SUBJECT: IC 21-18-12 Indiana E-Transcript Program
DATE: September 18, 2014

During the 2013 legislative session, the General Assembly passed [HEA 1341](#), and the Governor signed P.L. 111 - 2013 into law. This law establishes the Indiana e-transcript program to allow students attending accredited schools to request that their transcript be transmitted electronically. Below is an overview of these requirements.

Requirements (effective July 1, 2015):

1. Not later than July 1, 2015, all public secondary schools shall use the common electronic transcript developed by the department of education.
2. The governing body of an accredited nonpublic secondary school may elect to use the common electronic transcript developed by the department of education.

First Steps:

Respond: If you received a SIS survey from Parchment, please complete and return. This will help prioritize vendor outreach.

Evaluate: Review the approved [common transcript template](#) against your current transcript format to get familiar with differences. Discuss the changes with your guidance staff and decide how to communicate changes to staff, students and parents.

Prepare: Understand the level of effort needed. Schools are required to comply regardless of vendor participation and district SIS administrators should be brought into the project – testing begins in March 2015.

Resources:

[Common Electronic Transcript Kick-Off](#) (9/17/14)

[E-Transcript Webinar](#) (9/10/14)

[Administrator tool kit](#) (order now!)

[Student Kit](#) (post on your school website)

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