



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: April 28, 2015

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 (including Charter 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: Email Parchment's point person, Matt Sterenberg, at msterenberg@parchment.com with your school name and your Student Information System vendor. This is a necessary step.

Evaluate: Review the approved [common transcript data elements](#) 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 began in March 2015.

Register for upcoming Indiana Common Transcript Webinars [HERE](#). Next date is Wednesday, April 29.

Resources:

[Common Transcript Website](#)

[Parchment Administrator Tool Kit](#) (order now!)

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

Contacts:

Commission for Higher Education, Tari Lambert, tlambert@che.in.gov

Department of Education, Amanda Culhan, aculhan@doe.in.gov

Parchment, Matt Sterenberg, msterenberg@parchment.com

Indiana Department of Education

Indiana State Capitol • 200 W Washington Street, Room 225 • Indianapolis, IN 46204