

# Indiana eTranscript Common Transcript Project August 2015 Webinar

*Presented 8/20/2015*

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



INDIANA *for* COMMISSION  
HIGHER EDUCATION



**parchment**<sup>®</sup>

Turn Credentials into Opportunities.



**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 when sending transcripts from my SIS vendor to Parchment?**

**Can you clarify how immunizations can be included?**

**What tests can be included?**

**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, calls for a common high school transcript to be developed in collaboration with IDOE.

### Intent

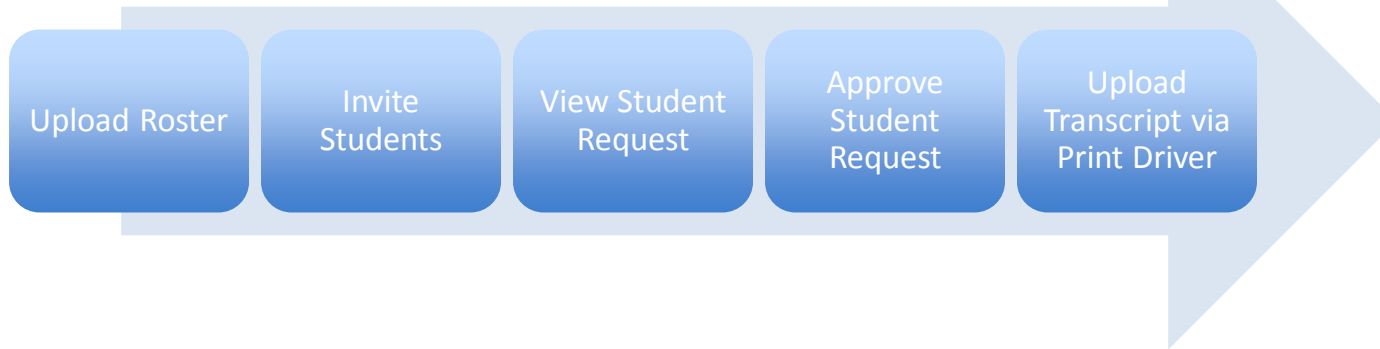
Enhance the admissions process, provide better data and lead to higher degree completion rates.

Input from Higher Ed and Secondary Schools regarding common transcript content.  
Cooperation from Student Information System vendors to develop appropriate transcript.

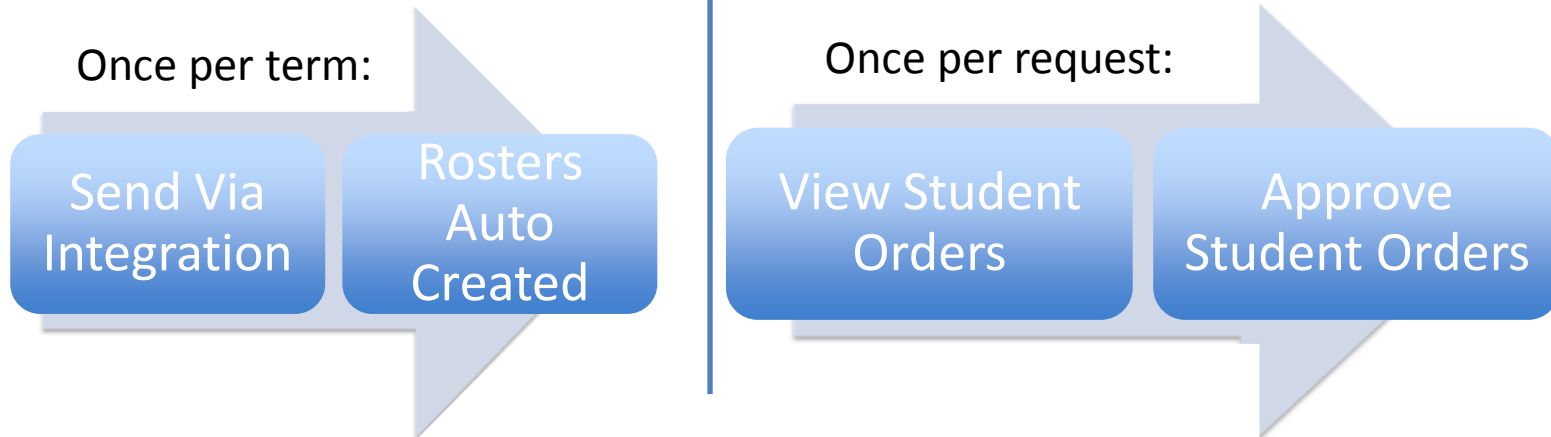
- **If your school is using Harmony, RDS, SDS, Skyward or PowerSchool**
  - You are only compliant if you are sending transcripts via the integration
- **Information Now (Chalkable)**
  - Currently building the integration and it should be ready soon
- **To be clear...**
  - Transcripts sent via the print driver are not Common Transcript compliant
- **What if our integration is still being built?**
  - Get the integration ready, soon. Until then, you have to use the print driver

- **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?**
  - Most alumni can be sent through the integration which is preferred if sending the transcript to a HE receiver
  - Otherwise, use the “Add File” >> “Upload New File” feature to drag and drop a PDF from your computer

## Old Workflow:



## New Workflow:



- 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 updated in 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.

- 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.

## Appendix E – EducationTestCode and EducationTestName

These are the newer codes used in newer PESC XML Schemas aft 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
CLEPAlgebraCollege	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 - EnglishComposition
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 Lanaguage (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

- Click [HERE](#) to take a survey so that we can better help you
- <https://www.surveymonkey.com/r/CommonTranscript>
- Identify the specific issue you're having
- We will also send this link out after the call

## Project Resources

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

Counselor E-Newsletter (SSINTouch)

**Parchment Student Portal:** [www.parchment.com](http://www.parchment.com)

**Parchment Admin Portal:** [www.exchange.parchment.com](http://www.exchange.parchment.com)

## Staff Contacts

*Indiana Commission for Higher Education*

Tari Lambert [tlambert@che.in.gov](mailto:tlambert@che.in.gov)

*Indiana Department of Education*

Amanda Culhan [aculhan@doe.in.gov](mailto:aculhan@doe.in.gov)

*Parchment*

Matt Sterenberg, K12 Account Executive [msterenberg@parchment.com](mailto:msterenberg@parchment.com)

Kirstin Saxon, Project Sponsor & Technical Lead [ksaxon@parchment.com](mailto:ksaxon@parchment.com)

# OPEN FORUM FOR Q&A