

**To: Superintendents and Principals**

**RE: Portal Registration for eTranscript and Student Records Exchange Initiative**

**Overview:**

The Kansas State Department of Education has partnered with Docufide, Inc. to deliver electronic transcripts (eTranscript) from high schools to colleges and universities as well as to provide secure exchange of student records (SREx) between K-12 districts throughout the state.

- The transcript service allows every public and private high school in Kansas to electronically process transcripts to participating colleges and universities within the Midwestern Higher Education Compact (MHEC). Docufide's eTranscript Service is a non-invasive system that allows processing of information from any student information system (SIS).
- The SREx service allows every public and private K-12 district in Kansas to securely exchange electronic files containing student records with other Kansas K-12 districts.

This initiative is funded through a longitudinal data system grant awarded to KSDE by the Institute of Education Sciences, and so these services are provided **at no cost** to students, districts, or postsecondary institutions. The initiative is advised by the eTranscript Advisory Council (ETAC), which consists of leaders from districts, schools, postsecondary institutions, Kansas Board of Regents, and KSDE. In addition to helping establish the eTranscript data elements, this group will promote adoption of eTranscripts throughout the state and will recommend a strategy for funding electronic transcripts after the 3 year grant period.

**Getting Started:**

During the first phase of the eTranscript initiative, Kansas public and private postsecondary institutions have begun to register, with currently approximately 79% registered to receive electronic transcripts. This positive response and support from our postsecondary partners reflects their desire for transcripts to be available in an electronic format.

The second phase of the initiative begins **April 19, 2010!** On Monday, April 19 all public and private districts will be able to register, authorizing their schools to register for the eTranscript and SREx initiative. The 5-10 minute online registration process (following the six steps described below) should be completed as soon as possible in order to enable information to flow between districts and schools. The deadline for all districts and schools to complete registration is May 28, 2010.

Steps for the online registration process:

1. Go to the KSDE eTranscript website at <http://www.ksde.org/Default.aspx?tabid=3870>.
2. Click on the "Register your District or School" link.
3. Locate your district name and city.
4. Confirm that the district and school information is correct and provide primary eTranscript and SREx contacts for each school.
5. Access to student record exchange will be immediate once the registration process is complete. However the eTranscript service requires an installation process, so select your preferred installation period for the eTranscript service. (The installation periods are first-come-first-served until each session is full).
6. Review the Docufide Services Agreement and click the "yes" box to accept terms of the agreement.

**Installation Process:**

Student Record Exchange

The Student Record Exchange (SREx) does not require a software installation. Once the school has completed the registration process the Primary Contact identified will receive SREx activation instructions.

Upon completion of these instructions the send/receive service will be immediately enabled for communication with other districts that have registered.

#### eTranscript

Software installation instructions will be sent to the identified Primary Contacts during the installation period selected during the registration process. Training and promotional materials will also be provided to the Primary Contacts. The entire installation and training process should take one hour or less per school. The installation itself is simple and quick – like downloading a driver for a new printer.

Once the software has been installed on the high school's computers, each school (or district, if transcripts are printed centrally) will, in conjunction with Docufide, choose one standard transcript format and include the required data elements and the optional data elements that were established by the ETAC. The high school will then transmit a file containing sample transcripts.

Once the installation and test processes are completed, the school will place a link (provided by Docufide) to the service on the school website and will inform its staff and students of the new service and the location of the link. For a description of how the eTranscript process works please go to the KSDE website: <http://www.ksde.org/Default.aspx?tabid=3870>.

#### **Additional Resources:**

Webinars will be offered to provide additional information on the initiative, registration process, electronic transcripts, and student record exchange. The webinars are offered between April 20, 2010 – June 10, 2010 on Tuesdays from 2:00 to 3:00 PM and Thursdays from 9:00 to 10:00 AM. All schools and districts are encouraged to sign-up and attend a session (you may attend as many sessions as you like!). To sign-up for a session go to:

<http://docufide.webapp.intevista.com/event/bo2bui3411> for the Tuesday sessions or  
<http://docufide.webapp.intevista.com/event/5sx8s07696> for the Thursday sessions.

Your participation in the Kansas eTranscript and student record exchange initiative is appreciated. We hope that the efficiency, security, reliability and cost savings made possible through this service proves beneficial to Kansas students and schools. More details regarding the initiative, PowerPoint presentations, registration links and answers to frequently asked questions (FAQs) are available on the KSDE website at <http://www.ksde.org/Default.aspx?tabid=3870>. If you have additional questions about registering your school or district please contact Docufide at [KSeTranscript@docufide.com](mailto:KSeTranscript@docufide.com).

We look forward to working with you on this important initiative.

Sincerely,

Diane DeBacker  
Interim Commissioner of Education

Dale Dennis  
Deputy Commissioner of Education

Kathy Gosa  
Director of Information Technology