KANSAS BOARD OF REGENTS

1000 SW JACKSON • SUITE 520 • TOPEKA, KS 66612-1368

TELEPHONE – 785-296-3421

FAX – 785-296-0983

www.kansasregents.org

To: Kansas Colleges and Universities

The Kansas eTranscript initiative is underway! Our initial goal is to have college and universities throughout the state complete the registration process establishing eligibility to receive electronic transcripts. Experience shows that participation by universities is key to having high schools make use of the opportunity to submit transcripts electronically.

Allowing prospective students to submit transcripts electronically will help smooth the application process for both institutions and applicants. Benefits to colleges and universities include: (1) the ability to handle transcripts with greater efficiency and timeliness; (2) a standard appearance that eases the review process and enables it to be shared more efficiently with various evaluators, e.g., admissions counselors, academic advisors, scholarship committees, etc.; and (3) the ability to immediately inform students that their transcripts were received. Parents and students, in turn, will be able to: (1) order transcripts online at their convenience; (2) be certain a transcript has been received; and (3) submit transcripts to participating at no cost to student or parent (the grant is for 3-years. An advisory committee is currently working on the how the on-going costs will be covered).

The Kansas Board of Regents fully supports this initiative and encourages your involvement. To activate your participation:

1. Go to https://securetranscript.docufide.com/ri to register and to receive transcripts electronically. You will be asked to search for your institution and provide information for primary and backup contacts at your institution.
2. Choose the PDF electronic format. Once Docufide has validated your completed registration, you can go into your account preferences and change your format and delivery methods (options include PESC XML, TS130 EDI, and SFTP/WSDL auto delivery).
3. Begin receiving transcripts electronically.

If you would like more information about the initiative, or about how to complete the registration process, got to http://www.ksde.org/Default.aspx?tabid=3870 and select the link titled *Docufide College Presentation*.

If you have further questions, email ksetranscripts@docufide.com.