



Center for Educational
Performance & Information

Michigan e-Transcript Initiative

Heather House
Project Manager
heather@docufide.com
(763) 767-4716

Renee Keller
Account Manager
rkeller@docufide.com

select for installing the Docufide Secure Transcript service. Please note that the phases are filling up quickly and not all phases may be available.

Installation Phase	Start Date	End Date
Phase 1	December 1, 2009	February 28, 2010
Phase 2	March 1, 2010	May 31, 2010
Phase 3	June 1, 2010	August 31, 2010
Phase 4	September 1, 2010	November 30, 2010

What's New

- [Transcript Fields Notice to Vendors](#) **PDF**
- [October 2009 Newsletter](#) **PDF**
- [MCCR Postsecondary Presentation](#) **PPT**
- [Promoting the Publics](#) **PDF**
- [K-12 e-Transcript Announcement](#) **PDF**
- [Docufide e-Transcript Launch Presentation](#) **PPT**
- [Additional Postsecondary Registration Webinars](#) **PDF**
- [CEPI Launches e-Transcript Initiative with Docufide](#) **PDF**
- [Postsecondary can register to receive e-Transcripts](#) **PDF**

Secondary Schools

- [How to search for your Access Code](#) **PDF**
- [Register your high schools to send e-Transcripts](#)
- [Webinar Presentation](#) **PPT**
- [Michigan high schools that have registered to send e-Transcripts](#) **PDF**

Postsecondary Institutions

- [Register your college/university to receive e-Transcripts](#)
- [How to register your college or university to receive e-Transcripts](#) **PPT**
- [Michigan postsecondary institutions that have registered to receive e-Transcripts](#) **PDF**

Support Documents

Resources

Agenda

- Michigan e-Transcript Initiative Overview
- Next Steps & Benefits
- Secure Transcript Overview
- Implementing e-Transcript at your school
- Q & A

Goals & Objectives

Project Goals



- **Provide all High Schools and Colleges within the state of Michigan the ability to send Transcript and other admissions documents electronically in a standardized, trackable format**
- **Normalize the transcript format to include the UIC field allowing the State of Michigan to track the student throughout his/her secondary and post-secondary careers**
- **Create cost and time savings for participating schools by eliminating manual processes and walk-in student requests**
- **Implement Docufide services with only a small time investment required per campus**
- **Empower students by offering a secure web interface where they can request, track and review transcripts requested throughout their education path**

Statewide Rollout

Initiative Overview

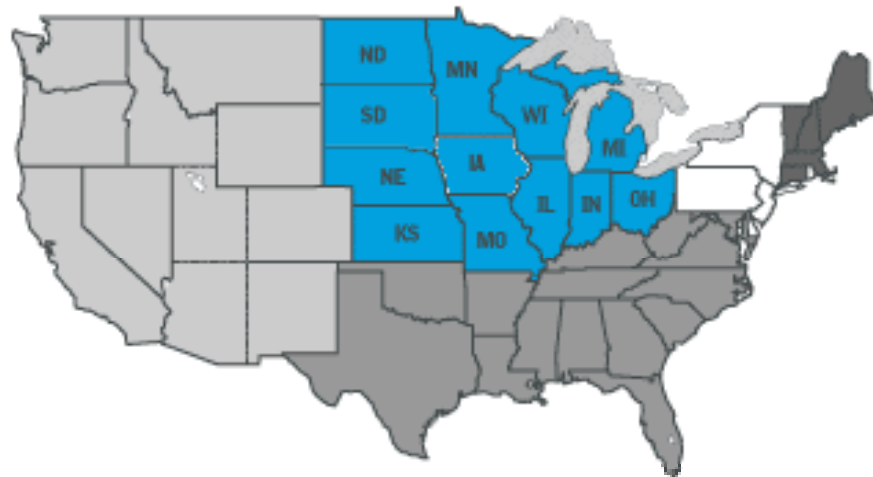


- **3 year agreement with focus on providing electronic transcript exchange for all public & private high schools, colleges & universities**
- **CEPI works with Docufide to deliver the e-Transcript services to all secondary and postsecondary schools statewide**
- **In August 2009, postsecondary institutions began registering to receive transcripts electronically. To date, 100% of the universities and community colleges are ready to receive your high school's transcripts electronically.**
- **High Schools began registering to send electronic transcripts in September 2009.**
- **A rollout to colleges & universities to register to send transcripts electronically began in January 2010.**



e-Transcript Initiative Terms

- The initiative covers the e-Transcript services for all public and private high schools and colleges in the state
- Students can send transcripts free to Colleges & Universities receiving transcripts electronically in the 12 States in the Midwestern Higher Education Compact (MHEC)



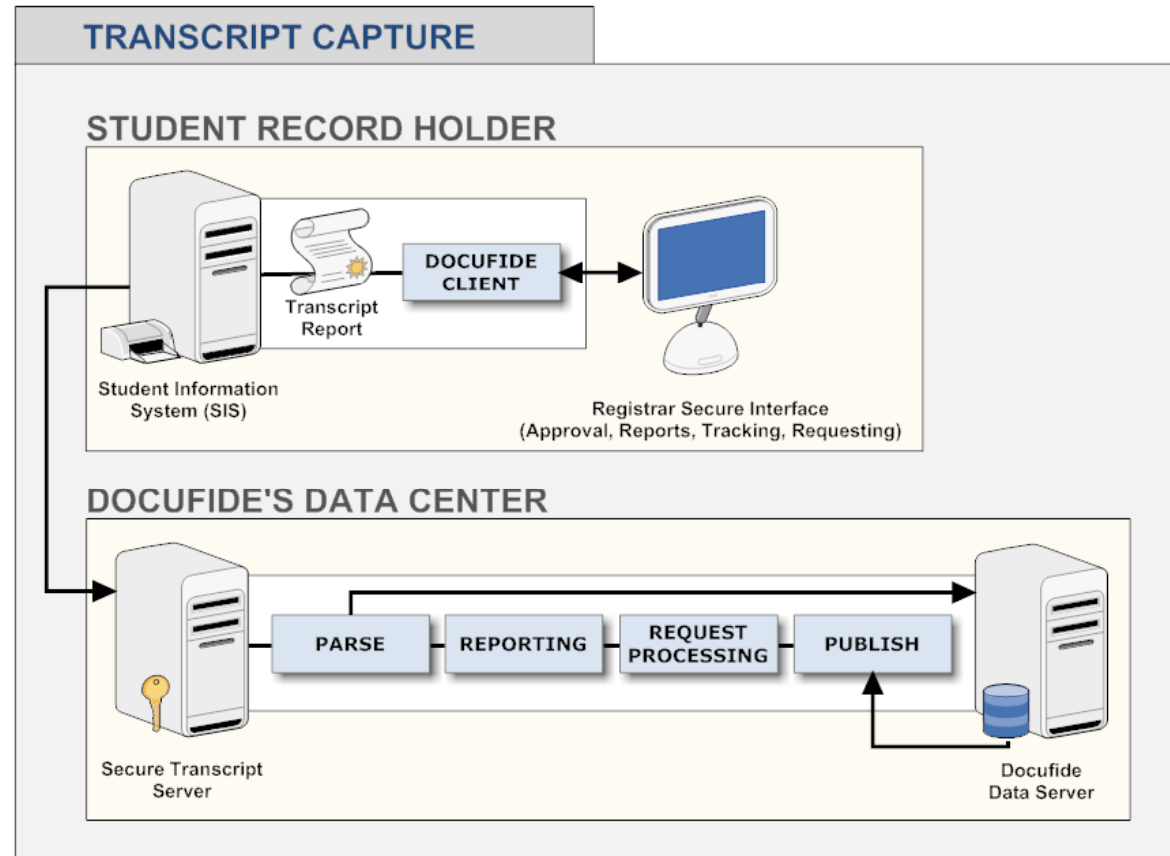
- Students can also use e-Transcript to send outside of MHEC states
 - Electronic recipients outside of MHEC \$2.55
 - Paper recipients \$4.25
 - Collected from student online or schools can subsidize

Secure Transcript Services

Unique Capture Approach

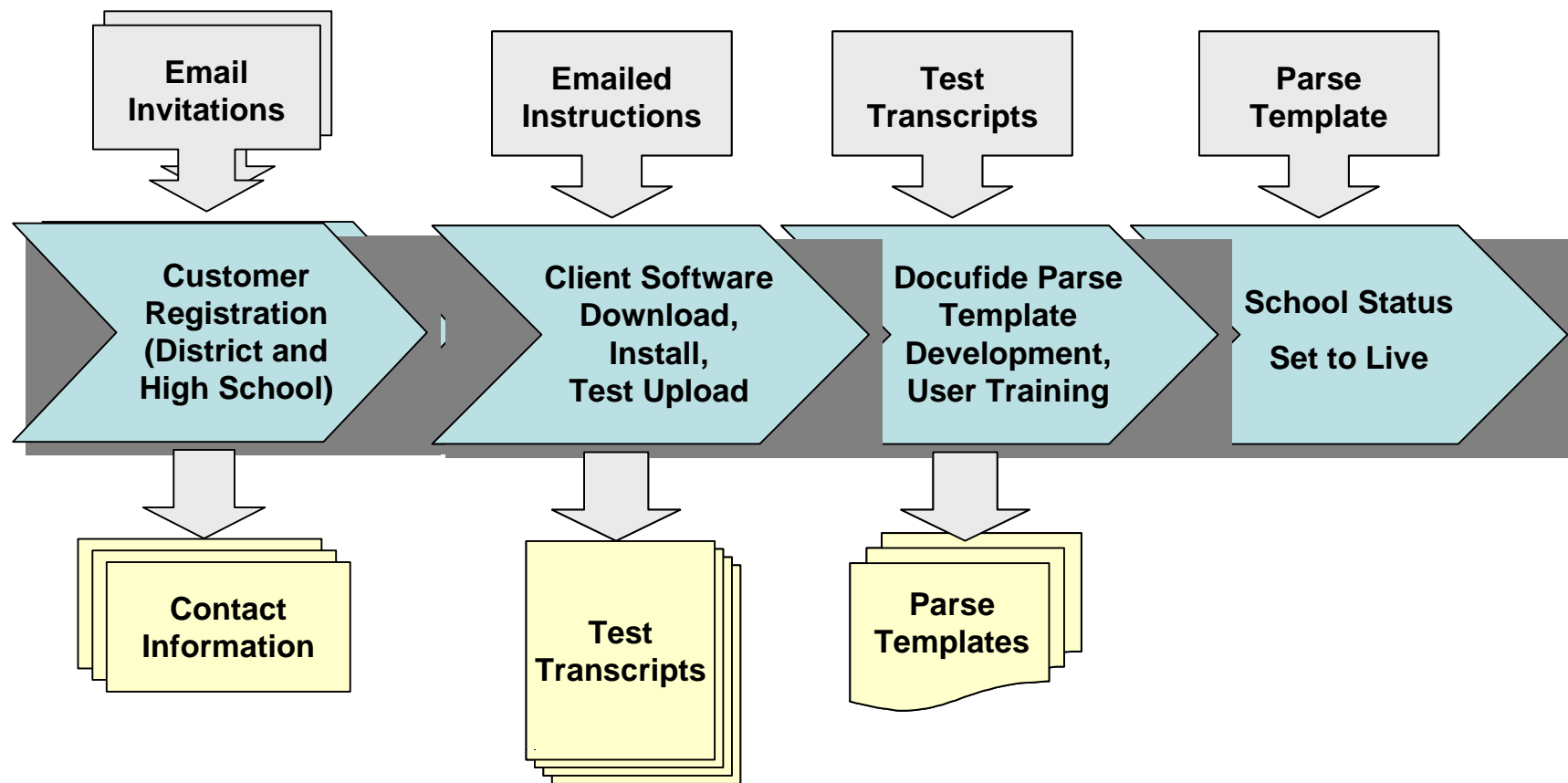
NON-INTRUSIVE TECHNOLOGY

- ✓ Unique capture capabilities from ANY SIS
- ✓ Michigan-ready with experience working with:
 - ✓ Pearson product line, Infinite Campus, CIMS, SIMS, MMS, Skyward and over 50 other K-12 SIS
 - ✓ PeopleSoft, SunGard, Datatel, Jenzabar HE SIS's
- ✓ No hardware required – simple software download
- ✓ Captures existing transcript report as data – 20 minutes to install and 1 hour to train to use



Next Steps

- IT Specialist works with Docufide Support through installation and testing process



- **e-Transcript creates a secure, paperless environment for the request & delivery of student's official transcripts to all accredited colleges nationwide**



Benefits

- **Students or Parents can order transcripts anytime of day or night**
- **Provides efficiency, consistency, and dramatic cost savings for schools**
- **Time Savings, enabling staff to focus on more important student matters**
- **Implemented/trained within an hour or less per school**
- **Official transcripts sent to all colleges nationwide, as well as military, scholarship funds, NCAA Clearinghouse and 3rd party destinations such as insurance companies or employers**

Secure Transcript Services



- **Online Transcript Request, Tracking & Approval**
- **High School to High School Transfer**
- **High School to College Transcript Delivery**
- **High School to Anywhere Transcript Delivery**
- **College to College Transfer**
- **College to Anywhere Transcript Delivery**
- **Electronic Secondary School Reports & Letters of Recommendation**
- **Directory of Users, Reports, & Full Support**

Secure Transcript Overview

Student Request Process



Full service Secure Transcript allows for the online processing of all student and alumni requests, accessed from a link placed on the school's website.

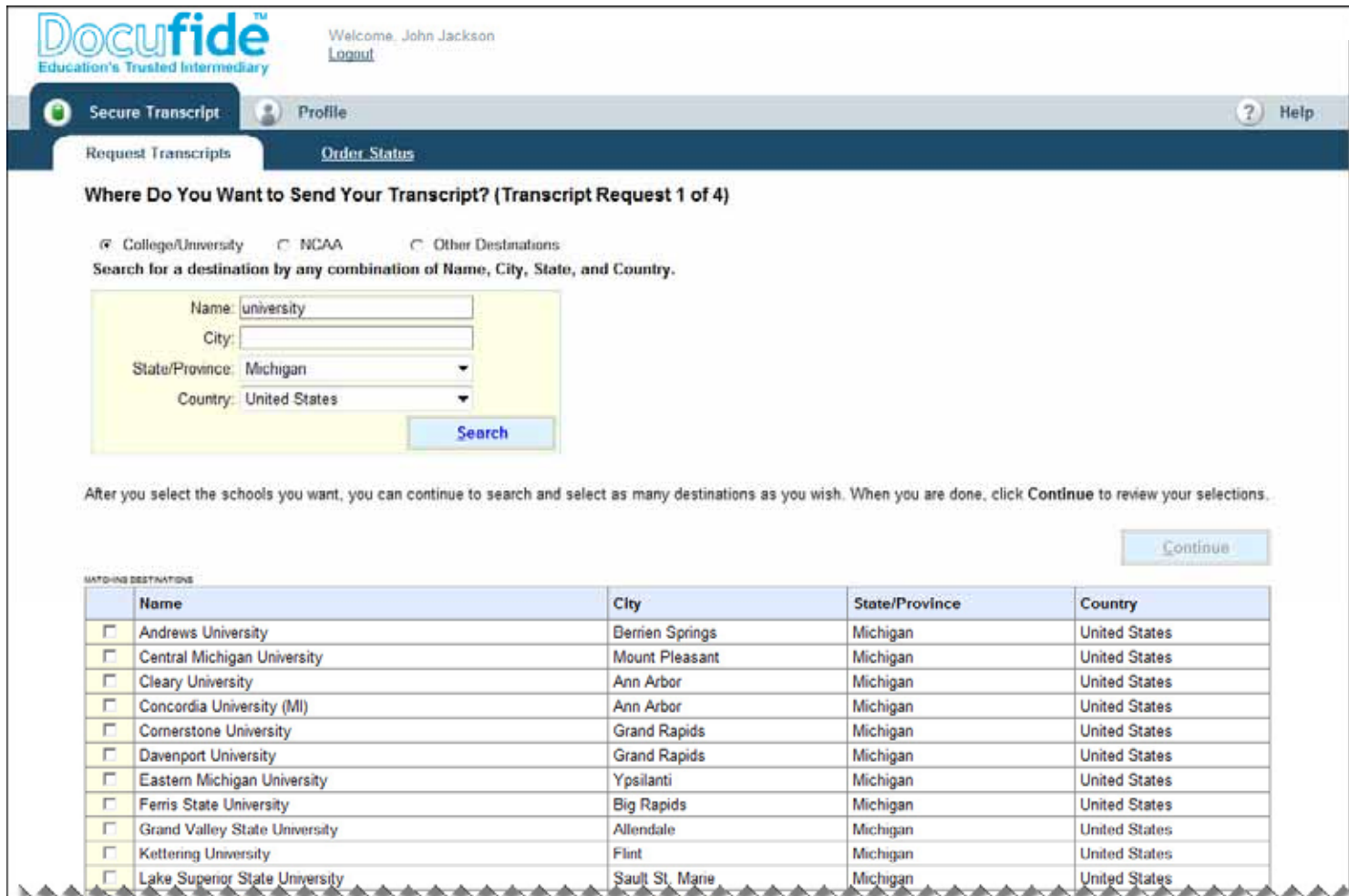
Secure Transcript Includes:

- Secure student/parent registration, requesting & order tracking
- A comprehensive database of all colleges
- FERPA compliant delivery to any other destination globally
- Intuitive school interface allowing for review and approval of all requests

The screenshot shows a website for 'ANGRY TROUT HIGH'. At the top left is a photo of a man holding a large trout. Below it is a navigation menu with 'Students' highlighted, containing links for Counselors, Student Activities, Athletics, Band / Orchestra, Clubs, Calendars, and Internet Resources. The main content area features the Michigan eTranscript logo and a blue link that says 'Click here to request transcripts'. Below the link is a paragraph explaining that transcripts requested online are sent securely to colleges, universities, or scholarship funds. Another paragraph states that users can track requests online and receive email notifications. At the bottom, there is a footer with a list of navigation links: Home, Information, Administration, Students, Academics, 7/8 Small Schools, Parents, Alumni Library, District, La Canada Elementary, Palm Crest Elementary, and Paradise Canyon Elementary.

Student Request Process

Student searches our database of all colleges & universities nationwide. Multiple destinations can be searched and selected. Students can also send to 3rd party destinations.



Docufide™
Education's Trusted Intermediary

Welcome, John Jackson
[Logout](#)

[Secure Transcript](#) [Profile](#) [Help](#)

[Request Transcripts](#) [Order Status](#)

Where Do You Want to Send Your Transcript? (Transcript Request 1 of 4)

College/University NCAA Other Destinations

Search for a destination by any combination of Name, City, State, and Country.

Name:
City:
State/Province:
Country:

After you select the schools you want, you can continue to search and select as many destinations as you wish. When you are done, click **Continue** to review your selections.

MATCHING DESTINATIONS

	Name	City	State/Province	Country
<input type="checkbox"/>	Andrews University	Berrien Springs	Michigan	United States
<input type="checkbox"/>	Central Michigan University	Mount Pleasant	Michigan	United States
<input type="checkbox"/>	Cleary University	Ann Arbor	Michigan	United States
<input type="checkbox"/>	Concordia University (MI)	Ann Arbor	Michigan	United States
<input type="checkbox"/>	Cornerstone University	Grand Rapids	Michigan	United States
<input type="checkbox"/>	Davenport University	Grand Rapids	Michigan	United States
<input type="checkbox"/>	Eastern Michigan University	Ypsilanti	Michigan	United States
<input type="checkbox"/>	Ferris State University	Big Rapids	Michigan	United States
<input type="checkbox"/>	Grand Valley State University	Allendale	Michigan	United States
<input type="checkbox"/>	Kettering University	Flint	Michigan	United States
<input type="checkbox"/>	Lake Superior State University	Sault St. Marie	Michigan	United States

Student Request Process

NCAA is a registered electronic recipient since 2007.

Secure Transcript **Profile** **Help**

Request Transcripts **Order Status**

Where Do You Want to Send Your Transcript? (Transcript Request 1 of 4)

Colleges NCAA Other Destinations

Search for a destination by any combination of Name, City, State, and Country.

Name:

City:

State/Province:

Country:

After you select the schools you want, you can continue to search and select as many destinations as you wish. When you are done, click **Continue** to review your selections.

MATCHING DESTINATIONS You have selected 3 colleges.

	Name	City	State/Province	Country
<input type="checkbox"/>	NCAA Eligibility Center	Indianapolis	Indiana	United States

Student Request Process



3rd party destinations can be delivered to in a FERPA compliant manner.

Add New Destination

⚠ At the end of your order, you will need to print and fax a Docufide transcript request form to complete your transcript request. We can only deliver your transcript to this destination once this form with your signature is on file.

Enter the information for the destination where you would like to send your transcript.

Destination Name: *

Contact Name: *

Contact Name:

Phone Number: *

Select a delivery method. Selecting one of the following methods is required.

Electronic Download \$3.00

Docufide will arrange for your transcript to be securely downloaded at the destination you have chosen.

Email Address: *

Confirm Email Address: *

Mail Delivery \$5.00

Docufide will send your transcript on special paper via US Mail to the destination you chose.

Attn:

Address:

City:

State:

Zip:

Send overnight (\$25.50 fee for overnight delivery)

[Back](#)



[Print This Page](#)

Docufide Transcript Request Form

Federal regulations require your signature to be on file before we can process this transcript request as it includes one or more destinations not in our database of authorized destinations.

Please complete the following 3 steps; then we can deliver your transcript(s).

Step 1. Print this form

If you can not print this form at this time, please return to Docufide soon, log in to your Secure Transcript account, and go to "Order Status" to access and print this form.

Step 2. Sign your name inside the signature box

I authorize Docufide as the authorized representative for Docufide Demo College, to release my complete academic transcript to the destinations indicated below.

I certify under penalty of law that I am the individual identified in this transcript request (or a parent or guardian authorized to make this request).



Jack A. Demoski

Step 3. Fax this form to Docufide at (818) 889-1904

Docufide will send you email confirmation and process your request when we receive your fax.

Student Information

Student name: Jack Demoski School name: Docufide Demo College
Date of Birth: 02/ 19/ 1988 Class Of: 2008
Gender: M Student ID: 8675309

Transcript Destinations

Following are those destinations selected from outside our database of authorized destinations. We can deliver your transcript to these destinations only after your signature on this form has been received.

Destination Name	Transcript ID
ABC Engineering	UTKUA002GU2E



773313GB8

[Continue](#)

Student Request Process



Student reviews destinations and confirms that selections are correct. Express delivery (for mailed transcripts), current or next grading period transcript selection, and an applicant tracking # are available options

If you select "Current Transcript" under Grading Period, your request will be processed immediately. If you select your "Transcript including grades for the current semester," your request will be held until current semester grades have been posted (which is expected to occur on the date provided).

? Destination Name Delivery Method	? Application Tracking # <i>(optional)</i>	? Grading Period	Total
Des Moines Area Community College Electronic download Office of Undergraduate Admissions Ankeny, IA Deliver to a different address	<input type="text"/>	<input checked="" type="radio"/> Current Transcript <input type="radio"/> Transcript including grades for 2nd Semester expected to be available on 06/28/2009	\$0.00 Delete
Iowa State University Electronic download Office of Undergraduate Admissions Ames, IA Deliver to a different address	<input type="text"/>	<input checked="" type="radio"/> Current Transcript <input type="radio"/> Transcript including grades for 2nd Semester expected to be available on 06/28/2009	\$0.00 Delete
NCAA Eligibility Center Electronic download Eligibility Center Indianapolis, IN Deliver to a different address	<input type="text"/>	<input checked="" type="radio"/> Current Transcript <input type="radio"/> Transcript including grades for 2nd Semester expected to be available on 06/28/2009	\$2.55 Delete
University of Iowa Electronic download Office of Admissions Iowa City, IA Deliver to a different address	<input type="text"/>	<input checked="" type="radio"/> Current Transcript <input type="radio"/> Transcript including grades for 2nd Semester expected to be available on 06/28/2009	\$0.00 Delete

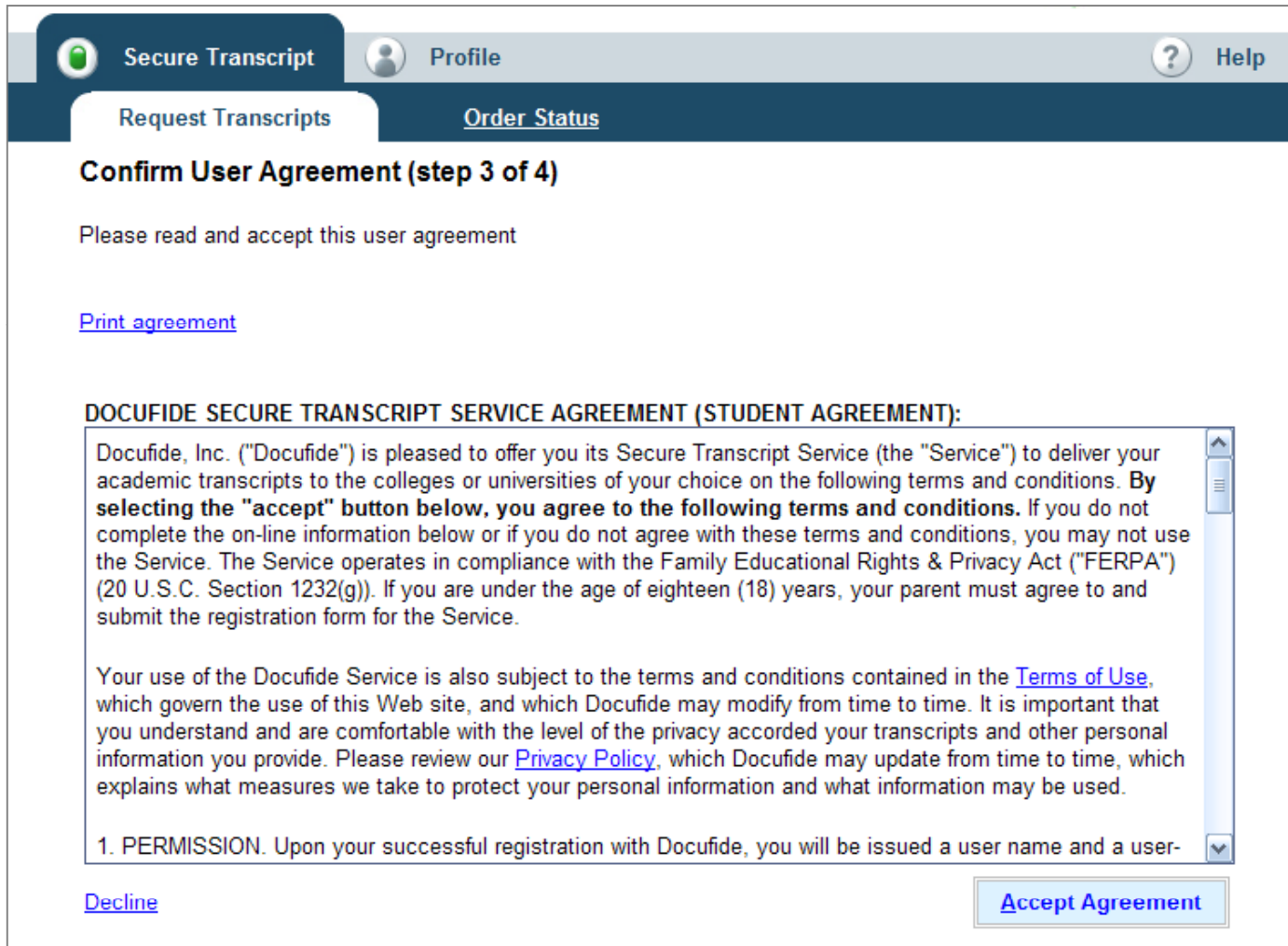
Your order total is: **\$2.55**

[Add More](#)

[Confirm Order](#)

Student Request Process

Student reviews and accepts online agreement.



The screenshot shows a web interface for Michigan eTranscript. At the top, there is a navigation bar with 'Secure Transcript', 'Profile', and 'Help' options. Below this, there are two tabs: 'Request Transcripts' (which is active) and 'Order Status'. The main content area is titled 'Confirm User Agreement (step 3 of 4)'. It contains the text 'Please read and accept this user agreement' and a link for 'Print agreement'. A scrollable text box contains the 'DOCUFIDE SECURE TRANSCRIPT SERVICE AGREEMENT (STUDENT AGREEMENT):'. The text in the scroll box explains that Docufide, Inc. offers its Secure Transcript Service and that by selecting the 'accept' button, the user agrees to the terms and conditions. It also mentions compliance with FERPA and that users under 18 need parental consent. Below the scroll box, there are two buttons: 'Decline' and 'Accept Agreement'.

Secure Transcript Profile Help

Request Transcripts Order Status

Confirm User Agreement (step 3 of 4)

Please read and accept this user agreement

[Print agreement](#)

DOCUFIDE SECURE TRANSCRIPT SERVICE AGREEMENT (STUDENT AGREEMENT):

Docufide, Inc. ("Docufide") is pleased to offer you its Secure Transcript Service (the "Service") to deliver your academic transcripts to the colleges or universities of your choice on the following terms and conditions. **By selecting the "accept" button below, you agree to the following terms and conditions.** If you do not complete the on-line information below or if you do not agree with these terms and conditions, you may not use the Service. The Service operates in compliance with the Family Educational Rights & Privacy Act ("FERPA") (20 U.S.C. Section 1232(g)). If you are under the age of eighteen (18) years, your parent must agree to and submit the registration form for the Service.

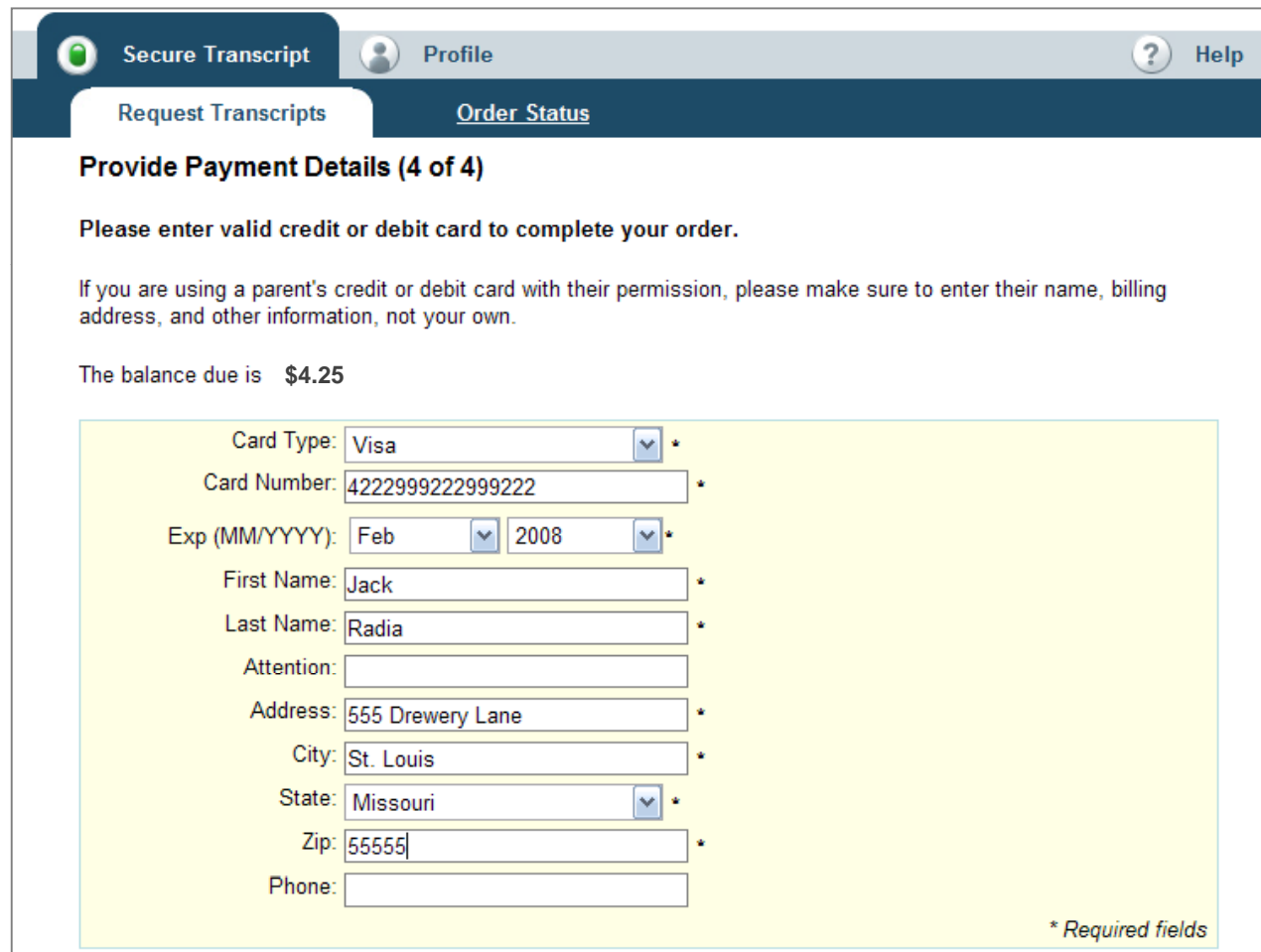
Your use of the Docufide Service is also subject to the terms and conditions contained in the [Terms of Use](#), which govern the use of this Web site, and which Docufide may modify from time to time. It is important that you understand and are comfortable with the level of the privacy accorded your transcripts and other personal information you provide. Please review our [Privacy Policy](#), which Docufide may update from time to time, which explains what measures we take to protect your personal information and what information may be used.

1. PERMISSION. Upon your successful registration with Docufide, you will be issued a user name and a user-

[Decline](#)

Student Request Process

Any necessary payment is processed online. If subsidized by the state or school the payment step is automatically skipped.



The screenshot shows a web interface for Michigan e-transcript. At the top, there are navigation links for 'Secure Transcript', 'Profile', and 'Help'. Below this, there are tabs for 'Request Transcripts' and 'Order Status'. The main heading is 'Provide Payment Details (4 of 4)'. A message states: 'Please enter valid credit or debit card to complete your order.' Below this, a note says: 'If you are using a parent's credit or debit card with their permission, please make sure to enter their name, billing address, and other information, not your own.' The balance due is listed as '\$4.25'. The payment form includes the following fields:

- Card Type: Visa
- Card Number: 4222999222999222
- Exp (MM/YYYY): Feb 2008
- First Name: Jack
- Last Name: Radia
- Attention: (empty)
- Address: 555 Drewery Lane
- City: St. Louis
- State: Missouri
- Zip: 55555
- Phone: (empty)

* Required fields

Student Request Process



Students receive a completed request confirmation and can review the status of their order real-time under 'Order Status'.

John Jackson , thank you for your order

Thank you for ordering your transcripts through Secure Transcript. You have requested that we send transcripts to the following institutions:

ORDER DETAILS

Transcript ID Number	Recipient	Delivery Method	Secondary School Report	Transcript Type	Fee
T03D569	Des Moines Area Community College	Electronic download	NA	Current Transcript	\$0.00
T03D5CA	Iowa State University	Electronic download	NA	Current Transcript	\$0.00
T03D5XD	NCAA Eligibility Center	Electronic download	NA	Current Transcript	\$2.55
T03D5VD	University of Iowa	Electronic download	NA	Current Transcript	\$0.00

We thank you for your order. Here's what you can expect next.

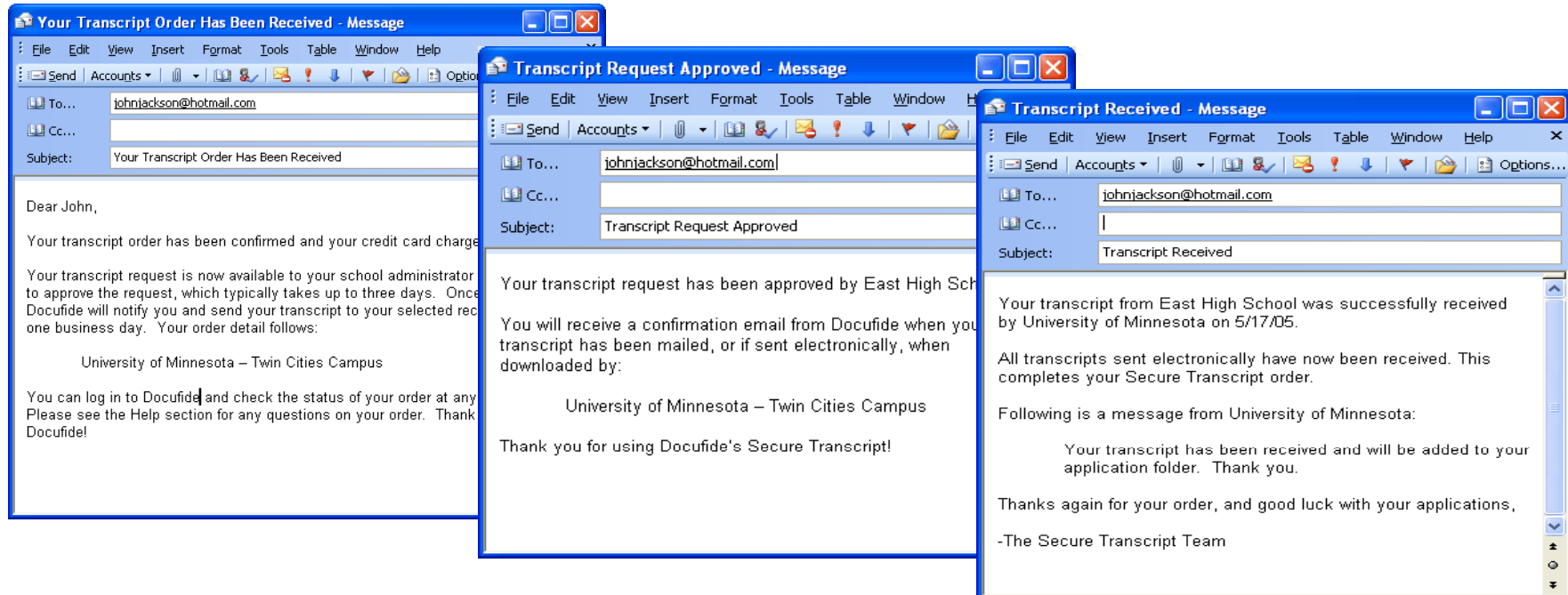
Confirmation	<ul style="list-style-type: none">➤ Please print this page for your records.➤ You will receive confirmation by email that we have received your order.
Approval	<ul style="list-style-type: none">➤ Your transcript request is now available to Screaming Eagle High School. If you selected "Transcript including grades for the current semester" for one or more transcripts, your school will be asked to hold approval of those requests until grades are posted for the current grading period.➤ As soon as your school approves and uploads your transcript to Docufide you will be notified by email.
Delivery	<ul style="list-style-type: none">➤ Docufide will process your transcript for delivery by mail and/or electronic delivery (based on the preference of the destinations you selected).➤ Colleges who receive them electronically can download them immediately. You will be notified as soon as they do.
Order Status	<ul style="list-style-type: none">➤ If you have any questions about your order, you can log on to Secure Transcript at any time, and by going to "Order Status", view the status of your transcript requests. You may also request additional transcripts without having to re-register.➤ If you have any questions, please email us at customerservice@docufide.com.

Student Request Process



Students also receive automated confirmation emails when their request is received, approved by the school registrar, and upon delivery.

Automatic Email Notifications



School Process - Electronic Transcripts

Sending School Process



Secure Transcript provides administrators with an intuitive online To-Do List, where all student and alumni transcript requests are quickly processed for delivery.

Docufide™ Welcome, Heather House [Logout](#)

Secure Transcript eduDOCS Receiver Services eSSR Data Services Preferences Directory Help

Send **Request** Report

Process Transcripts (Step 1 of 2)

The following students (or alumni) have requested transcripts. Click on any student's name to view detailed order information. For each student in the "To-Do List" below, please select:

- Approve* to confirm that you will retrieve the student's records, and to authorize Docufide to release their transcript
- Hold* to defer the processing of this transcript and notify the student that the request has been delayed while any issues are resolved
- Process Manually* to confirm that you approve the student's request and will print and mail the transcript from your office

TO DO LIST: TRANSCRIPT REQUESTS FOR Screaming Eagle High School

View requests for transcripts to process immediately (default)
 View all transcript requests, including those to include final grades for the 2nd Semester

Student	Class Of	Date Ordered	Action
Jackson, John	2007	03/13/2009	<input checked="" type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Process Manually

[Continue](#)

Sending School Process



By clicking on the student name, administrators can drill down to see more information on the student, view validated email, and see where they are requesting transcripts be sent.

STUDENT INFORMATION						
Student Name	E-Mail Address	Class Of	Birth date	Student ID	Gender	
Jackson, John	johnjackson@scotthillman.com	2009	03/ 11/ 1992		M	

This student requested transcripts to the following destinations:

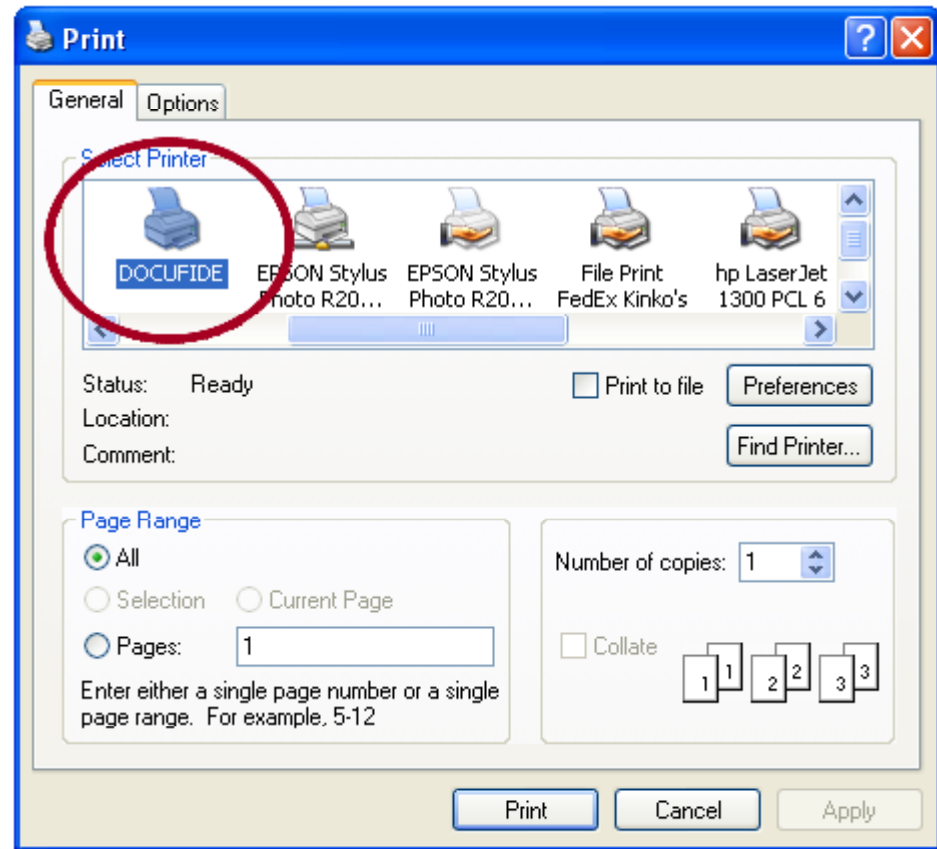
TRANSCRIPT REQUESTS						
Recipient	Address	Requestor	Delivery Method	Date Ordered	TID/DID#	Transcript Type
University of Iowa	Office of Admissions 107 Calvin Hall Iowa City, IA 52242	Student	Electronic download	03/ 13/ 2009	T03D5VD	Current Transcript (Mid Year Transcript)
Iowa State University	Office of Undergraduate Admissions Alumni Hall Ames, IA 50011-2010	Student	Electronic download	03/ 13/ 2009	T03D5CA	Current Transcript (Mid Year Transcript)
NCAA Eligibility Center	Eligibility Center P.O. Box 7136 Indianapolis, IN 46207	Student	Electronic download	03/ 13/ 2009	T03D5XD	Current Transcript (Mid Year Transcript)
Des Moines Area Community College	Office of Undergraduate Admissions 2006 South Ankeny Boulevard Ankeny, IA 50023	Student	Electronic download	03/ 13/ 2009	T03D569	Current Transcript (Mid Year Transcript)

Sending School Process

Upon request approval, school administrators simply print the records/transcript(s) to the Docufide printer.

The system then captures the existing transcript report and through an HTTPS connection, securely delivers it to Docufide's data center for delivery to the selected destination.

Records can be uploaded individually or in a batch file through this simple process that takes less than 20 minutes to install and an hour to train per school.



Formats



PDF

Prepared for: University of Texas - El Paso OFFICIAL TRANSCRIPT

Docufide Transcript ID# PESCVL01V0E
Date Created 03/19/2007
Student SSN: 9999

Jeffrey M. Harris
Registrar, Docufide

Student Name: STUDENT, JANE C.		Enter Date:	Papillon-La Vista Senior High	
Student SSN: 506-99-9999	Grade: 12	Leave Date:	402 E Centennial Rd	
Student ID: 108988	Gender:	Class Of:	Papillon, NE 68046	
Birth Place:	Date of Birth: 03/25/1985		Tel: 402-690400	Fax:
Parent/Guardian: 210 ANYWOOD AVE PAPILLION NE 68046 (402) 888-9999			Counselor:	
			Tel:	

Papillon-La Vista Public Schs	
420 S Washington	
Papillon, NE 68046-2667	
Tel: 402-537-9998	

Cr#	Cr#	Course Title	Mark	Ab	Credit	Cr#	Cr#	Course Title	Mark	Ab	Credit																																	
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FL10		FRENCH I	1		1.00	LA20		CREA WRITE I	1		1.00																																	
LA13		HON ENG 9	1		1.00	LA70		HON ENGLISH 11	NG		0																																	
MA06		HON GEOM 9	1		1.00	MA40		HON PRE CALCULUS I	1		1.00																																	
PE50		PE 9	1		1.00	SC20		HON ANATOMY/PHYSI	2		1.00																																	
SC10		HON BIOLOGY 9	1		1.00	SS20		HON AMER GOV'T	NG		0																																	
SS11		HON US HISTORY 9	1		1.00																																							
Cr# Alt:		Comp:	GPA: 4.57																																									
Grd 08 2003-2004 F2																																												
FA25		DRAWING II	1		1.00																																							
FL10		FRENCH I	1		1.00																																							
LA13		HON ENG 9	1		1.00																																							
MA06		HON GEOM 9	1		1.00																																							
SC10		HON BIOLOGY 9	1		1.00																																							
SS11		HON US HISTORY 9	1		1.00																																							
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FL11		FRENCH II	2+		1.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3">Credit Summary - High School</th> </tr> <tr> <td>Subject Area</td> <td>Req</td> <td>Comp</td> </tr> <tr> <td>Credits Earned:</td> <td colspan="2">41.00</td> </tr> <tr> <td>Credits Attempted:</td> <td colspan="2">41.00</td> </tr> <tr> <td>English</td> <td>5.00</td> <td>5.00</td> </tr> <tr> <td>Math</td> <td>5.00</td> <td>5.00</td> </tr> <tr> <td>Science</td> <td>5.00</td> <td>5.00</td> </tr> <tr> <td>Soc Studies</td> <td>6.00</td> <td>6.00</td> </tr> <tr> <td>P. E.</td> <td>3.00</td> <td>3.00</td> </tr> <tr> <td>Electives</td> <td>18.00</td> <td>14.00</td> </tr> <tr> <td>Total</td> <td colspan="2">41.00</td> </tr> </table>						Credit Summary - High School			Subject Area	Req	Comp	Credits Earned:	41.00		Credits Attempted:	41.00		English	5.00	5.00	Math	5.00	5.00	Science	5.00	5.00	Soc Studies	6.00	6.00	P. E.	3.00	3.00	Electives	18.00	14.00	Total	41.00	
Credit Summary - High School																																												
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Credits Earned:	41.00																																											
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Electives	18.00	14.00																																										
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LA20		DEBATE 1	1		1.00																																							
MA03		HON ALG II	1		1.00																																							
PE50		WEIGHT TRNG	1		1.00																																							
SC11		HON CHEMISTRY 10	1		1.00																																							
SS16		HON WORLD CIVILIZATION	2		1.00																																							
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FL11		FRENCH II	1		1.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3">GPA Summary</th> </tr> <tr> <td>Standard GPA:</td> <td colspan="2">3.878</td> </tr> <tr> <td>Weighted GPA:</td> <td colspan="2">4.439</td> </tr> <tr> <th colspan="3">Class Rank</th> </tr> <tr> <td>23/328</td> <td colspan="2"></td> </tr> <tr> <th colspan="3">Comments</th> </tr> <tr> <td colspan="3"></td> </tr> </table>						GPA Summary			Standard GPA:	3.878		Weighted GPA:	4.439		Class Rank			23/328			Comments																	
GPA Summary																																												
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Comments																																												
LA14		HON ENG 10	1		1.00																																							
LA20		DEBATE 1	1		1.00																																							
MA03		HON ALG II	1		1.00																																							
PE50		WEIGHT TRNG	1		1.00																																							
SC11		HON CHEMISTRY 10	1		1.00																																							
SS16		HON WORLD CIVILIZATION	1		1.00																																							
Cr# Alt:		Comp:	GPA: 4.57																																									
Grd 11 2005-2006 F1																																												
FL12		HON FREN II	1		1.00	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3">Comments</th> </tr> <tr> <td colspan="3"></td> </tr> </table>						Comments																																
Comments																																												
LA70		HON ENG 11 AM LIT/COMP	1		1.00																																							
MA40		HON PRE CALC/TRIG	1		1.00																																							
SC20		HON ANATOMY/PHYSI	1		1.00																																							
SC21		AP CHEMISTRY	2+		1.00																																							
SS80		SOCIOLOGY 1	1		1.00																																							
Cr# Alt:		Comp:	GPA: 4.87																																									

Page 1 of 1

Secure Transcript™

This transcript is official when it is downloaded directly from the Docufide.com website. To verify that the transcript was delivered to you by Docufide: Go to Docufide.com; Sign In; Go to Reports; and Search on Transcript ID # PESCVL01V0E

PESC/SIF XML / TS130 EDI

```

<?xml version="1.0" encoding="UTF-8" ?>
- <HSTrn:HighSchoolTranscript
  xmlns:HSTrn="urn:org:pesc:message:HighSchoolTranscript:v1.0.0"
  xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
  xmlns:core="urn:org:pesc:core:CoreMain:v1.0.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:org:pesc:message:HighSchoolTranscript:v1.0.0
    HighSchoolTranscript_v1.0.0.xsd">
- <TransmissionData>
  <DocumentID>R4YCVL01ITZE</DocumentID>
  <CreatedDateTim>2007031911534</CreatedDateTim>
  <DocumentType>ST130</DocumentType>
  <TransmissionType>GSI</TransmissionType>
- <Source>
- <Organization>
  <CEEBACT>D</CEEBACT>
  <Organization>
  <CCD>31752</CCD>
- <Contacts>
- <Address>
  <Address>
  <Address>
  <City>PA</City>
  <StatePr>
  <PostalC>
  </Address>
- <Phone>
  <AreaCit>
  <PhoneN>
  </Phone>
  </Contacts>
  </Source>
- <Destination>
- <Organization>
  <FICE>0036</FICE>
  <Organization>
  </Organization>
  </Destination>
  </TransmissionData>
- <Student>

```

Additional Included Service Features

Request Transcripts

College administrators can request mid year or final transcripts on an applicants behalf. High schools can also request transfer transcripts from any other participating high school.



The screenshot shows the 'Request Transcripts' page in the Michigan e-transcript system. The top navigation bar includes 'Secure Transcript', 'Reports', 'Directory', 'Preferences', and 'Help'. Below this, there are three tabs: 'Send', 'Receive', and 'Request', with 'Request' being the active tab. The main content area is titled 'Request Transcripts' and contains the following text:

Please choose to send or receive a transcript.

Administrators at the college the student is transferring or applying to may request transcripts on that student's behalf. To receive a student's transcript, select an option below. Students will be notified by email of all transcript requests made on their behalf.

Receive a Transcript

To request a transcript for a student who is applying, enrolling, or transferring to zz Docufide Test College, begin by selecting the school the student attends (or attended).

[Continue to Select School](#)


To request follow on transcripts from students who have already sent a transcript to your college.

[Continue to Select Students](#)

Electronic School Reports



Each registered college or university can determine the information to be included in the Electronic Guidance Counselor Report/Secondary School Report (eSSR).



? Help


Customize eSSR

Select from the following available fields to build a customized format for all secondary school reports sent to your institution.

Include	Category/Field Name	Explanation
<input checked="" type="checkbox"/>	Student Information	Provided during registration by student (or parent)
<input checked="" type="checkbox"/>	Student name	Stu
<input checked="" type="checkbox"/>	Date of Birth	
<input checked="" type="checkbox"/>	Gender	
<input checked="" type="checkbox"/>	Email Address	Stu
<input checked="" type="checkbox"/>	Docufide Student ID Number	Doc
<input checked="" type="checkbox"/>	Social Security #	Last
<input checked="" type="checkbox"/>	Address	
<input checked="" type="checkbox"/>	Phone Number	
<input checked="" type="checkbox"/>	Student FERPA Waiver	Wh
<input checked="" type="checkbox"/>	Current Courses	Stu
<input checked="" type="checkbox"/>	Course Name	Rep
<input checked="" type="checkbox"/>	Course level	Rep
<input checked="" type="checkbox"/>	Course Value	Rep
<input type="checkbox"/>	Diploma Type	Info
<input type="checkbox"/>	Receive Diploma	Will
<input type="checkbox"/>	Honors Diploma	Is st
<input type="checkbox"/>	Diploma Type	Typ
<input type="checkbox"/>	Diploma Type - Other	Exp

Electronic Secondary School Report
 [School Name]

Applicant Information		eSSR Completed By			
Student Name:	[Last], [First] [M]	Name:	[First] [Last Name]		
State Student ID #:		Title:	[Title]		
Docufide Student ID #:		Phone Number:	(###) ###-#### ext.####		
Social Security #:	####	Fax Number:	(###) ###-####		
Email Address:	[Email address]	Email Address:	[Email Address]		
Date Of Birth:	##/##/####	<input checked="" type="checkbox"/> Would like a phone call to discuss this applicant			
Gender:		School Information			
Phone:	(###) ###-####	School Name:	[School Name]		
Address:	[Street address]	Address:	[Address Line 1]		
	[City], [ST] #####-####		[Address Line 2]		
This student has waived the right to view this document			[City], [ST] #####-####		
eSSR Information		County:	[County Name]		
eSSR ID#:	#####	CEEB/ACT Code:	####		
Application/Jacket ID:		School Type:	[Public/Private]		
eSSR Prepared on:	##/##/####	School Accreditation:	accredited		
Number of Pages:	4	District Name:	[District Name]		
Current Year Courses					
First semester			Second semester		
Course Name	Level	Value	Course Name	Level	Value



Electronic School Reports



eSSR requests are initiated when students request transcripts. The Guidance Counselor can log into the site and access the online To-Do list for eSSR requests. The Guidance Counselor selects the student and then completes the online report.

Process Electronic Guidance Counselor Reports/Secondary School Reports (eSSR)

To complete an eSSR, select a student and click "Continue."

To cancel an eSSR request, select the Delete button next to the college. The college will be informed that the eSSR will not be completed online.

To track the progress of submitted eSSRs, or to add an eSSR request for a student who has already placed a transcript request, select "Report" above.

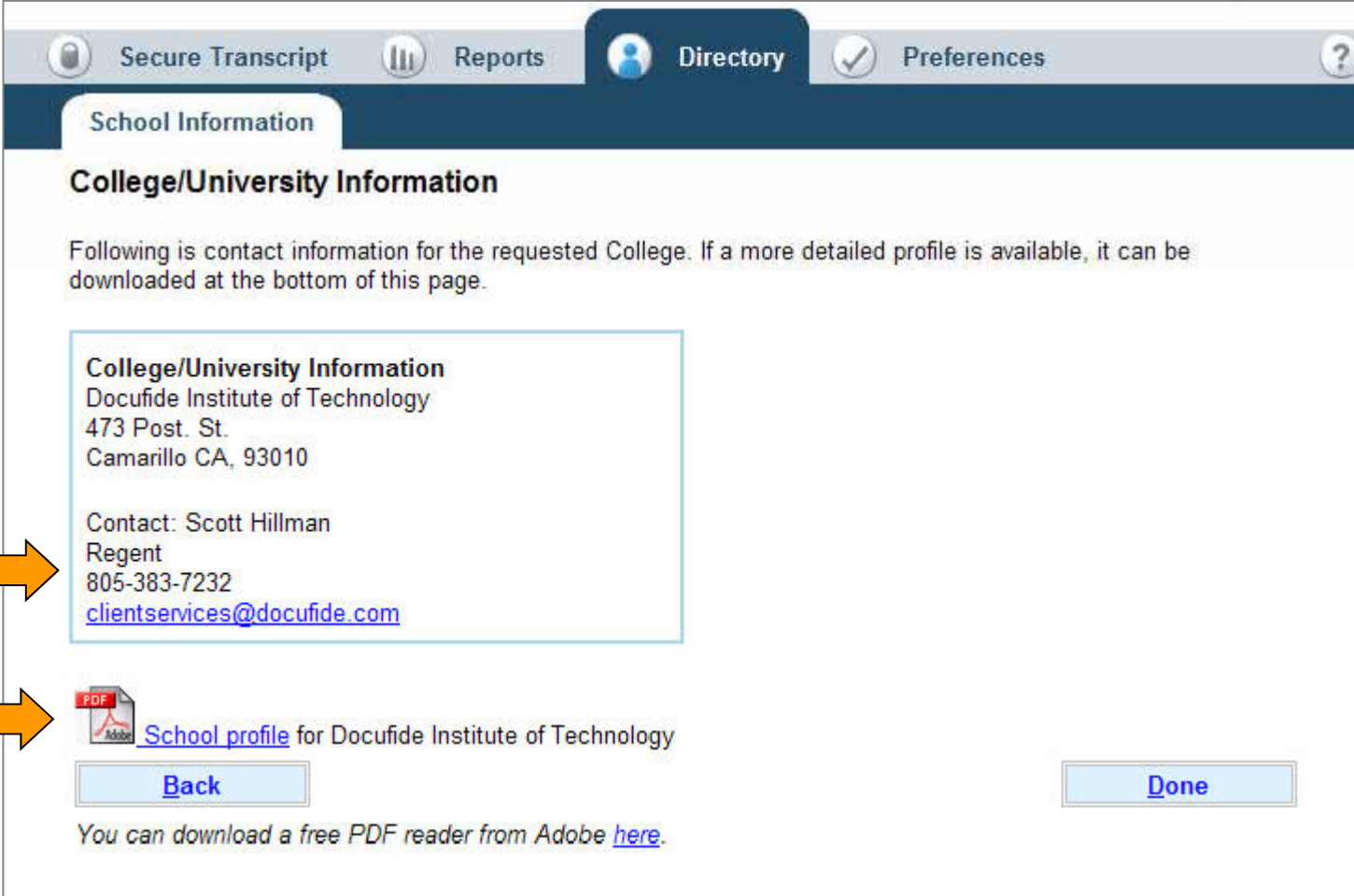
[Click here](#) to prepare an eSSR for a student whose transcript was not requested through Secure Transcript.

TO DO LIST: eSSR REQUESTS my eSSR requests all eSSR requests

	<u>Student</u> ⓘ	<u>Transcript</u> ⓘ	<u>Date Requested</u> ⓘ	<u>College</u> ⓘ	
<input type="radio"/>	Jill Leland	Pending Upload	08/03/2007	Butler University	<input type="button" value="delete"/>
<input type="radio"/>	John Smith	Pending Upload	08/03/2007	American University	<input type="button" value="delete"/>
			08/03/2007	Butler University	<input type="button" value="delete"/>
			08/03/2007	Columbia College	<input type="button" value="delete"/>

Directory

School contact and profiles are available online for all participating colleges and high schools.



The screenshot shows a web application interface with a navigation bar at the top containing 'Secure Transcript', 'Reports', 'Directory', and 'Preferences'. Below the navigation bar is a 'School Information' tab. The main content area is titled 'College/University Information' and contains the following text: 'Following is contact information for the requested College. If a more detailed profile is available, it can be downloaded at the bottom of this page.' Below this text is a box containing the following information: 'College/University Information', 'Docufide Institute of Technology', '473 Post. St.', 'Camarillo CA, 93010', 'Contact: Scott Hillman', 'Regent', '805-383-7232', and a blue hyperlink 'clientservices@docufide.com'. Below the box is a PDF icon and the text 'School profile for Docufide Institute of Technology'. At the bottom of the page are two buttons: 'Back' and 'Done'. A note at the bottom states 'You can download a free PDF reader from Adobe here.' Two orange arrows point to the contact information box and the PDF download link.

Secure Transcript Reports **Directory** Preferences


School Information

College/University Information

Following is contact information for the requested College. If a more detailed profile is available, it can be downloaded at the bottom of this page.

College/University Information
Docufide Institute of Technology
473 Post. St.
Camarillo CA, 93010

Contact: Scott Hillman
Regent
805-383-7232
clientservices@docufide.com

 [School profile](#) for Docufide Institute of Technology

[Back](#) [Done](#)

You can download a free PDF reader from Adobe [here](#).

- Real-time reports are available for sent or received transcripts, with results exportable to Excel for further data analysis.

Secure Transcript
Reports
Directory
Preferences
Help

Transcripts Sent
Transcripts Received

Transcripts Sent

Search for a particular student, transcript, or range of transcripts.

You may use any combination of the fields below.

Student Last Name	<input type="text" value="radia"/>	Date Ordered	// <input type="text"/>	to	// <input type="text"/>
Recipient	<input type="text"/>	Date Approved	// <input type="text"/>	to	// <input type="text"/>
TID#	<input type="text"/>	Date Delivered	// <input type="text"/>	to	// <input type="text"/>
Class of	<input type="text" value=""/>	Order Status	<input type="text" value=""/>		

[Clear All](#)
[Search](#)

Click on the column headings to re-sort the results. Click on a student's name for more information.

	Student Name TID#	Class Of Date Ordered	Date Approved Date Delivered	Recipient Transcript Status
1	Radia, Christina S PXMKY701IAWP	2007 09/27/2006		University of Missouri - St. Louis Pending Registrar Approval
2	Radia, Christina S Q1ZKY701IAXE	2007 09/27/2006		Missouri State University Pending Registrar Approval

[Export report to Excel](#)

[Done](#)

Educating Students & Parents

- **Docufide is committed to making your launch of e-Transcript successful and has many resources available to you**



- **Resources**
- Welcome Kit - Contains important information for all users
 - Set-Up Guide, Docufide Overview, FAQs, Marketing materials
- Training
 - Online Sessions for system users
- Account Management
 - Ongoing contact for questions and feedback
- Customer Service
 - Students & Parents
 - Registrars
 - IT Specialists
 - schoolservices@docufide.com



- **Communicate with the Users**
- Add link to eTranscript on School's website
- Distribute Student flyers
 - Open Houses
 - Senior Night
 - College Information Sessions
- Update Student Handbook to include eTranscript
- Send letter to all staff announcing the service
- Use regular school communications to promote eTranscript
 - School Newspaper
 - Newsletters
 - Emails

Best Practices

- **Registration**
 - Have students register with Secure Transcript early in the school year as an introduction to the service.
 - In registering, students provide and verify an email address that can be used for communications
 - Will enable you to use ST to process High School to High School Transfers
- **Encourage Access and Information**
 - Computer Access in school's office
 - Post notices in the computer lab and computer courses
 - Registration Kiosks at Open Houses
- **Secure Transcript as Primary Method for Transcripts**
 - Eliminate walk-up or paper transcript requests
 - Encourage use among staff and students
- **Administrative Reporting to view impact and track usage**



References



User Feedback



Students

"I love the no-hassle aspect of Secure Transcript. I didn't have to worry about gathering any information on my own; Secure Transcript did all of the hard work for me."

-Natalie Jones, CA Student

High Schools

"It took us approximately 15 minutes to download and install the software, and after a 45 minute training session, we were done implementing and ready to use the service. The installation, training and implementation processes were extremely simple and straight-forward. The entire procedure truly was as easy as advertised."

-Meredith Bovin, Data Manager, Carmel Clay Schools, Carmel, Indiana

Colleges

"In under five minutes we registered IUPUI for the service and have already received transcripts electronically from Indiana schools, as well as from out-state schools on Docufide's Secure Transcript. This couldn't have been easier. This is going to revolutionize how high schools and colleges do business."

-Michael Donahue, Director of Admissions, IUPUI, IN (Ret.)

State Agencies

"We are very pleased to be able to offer this service to our students. It saves time, worry and money for students, as well as for high school guidance counselors and post secondary admissions people. Our relationship with Docufide throughout this process has been excellent."

-Dr. Suellen Reed, Indiana Superintendent of Public Instruction (Ret.)

"Docufide has been very flexible to work with the South Carolina Department of Education's project methodology and requirements. We are excited about the coming implementation of our e-Transcript system. Through every step of the way, Docufide has been cordial and proactive. We are confident of a successful implementation."

-Debra Holdren, Senior Project Manager, South Carolina Department of Education

Q&A



Resources & Contacts



Further Information can be found at:

www.michigan.gov/cepi - Click on e-Transcripts

Docufide

Registration process
and technical support:

Mletranscript@docufide.com

CEPI

Michigan e-Transcript Initiative
or to submit “best practice” tips:

Dr. Melissa Bisson
bissonm@michigan.gov
(517) 335-3061