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LANSING



CENTER FOR EDUCATIONAL  
PERFORMANCE AND INFORMATION

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**DATE:** October 13, 2009

**TO:** Local and Intermediate School District Superintendents, Public School Academy Directors and Nonpublic School Administrators

**FROM:** The Center for Educational Performance and Information (CEPI)

**SUBJECT:** Secondary Institution e-Transcript Registration Procedure

The State of Michigan's Center for Educational Performance and Information (CEPI) has partnered with Docufide, Inc. to deliver an electronic transcript exchange system to school districts, colleges and universities throughout the state. The e-Transcript service allows every public and private high school in Michigan to electronically process transcripts to the state's participating colleges and universities at no cost to either the students or the schools. Docufide's Secure Transcript™ Service is a non-invasive system that allows upload of information from any student information system (SIS) and requires no changes to a school's SIS. However, the transcript export from the SIS will need to include the state-assigned student Unique Identification Code (UIC), the district code and the building code.

As the first phase of the initiative, Michigan's public and private postsecondary institutions have successfully begun to register to receive electronic transcripts. This quick 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 is also underway– all public and private secondary institutions can now register to send electronic transcripts. **All public high school institutions should complete the free 5-10 minute online registration process (the six steps described below) as soon as possible and must do so by December 31, 2009.** This deadline will assist overall statewide efforts to retain federal stimulus dollars that were accepted with the condition that they be distributed to public education institutions in compliance with the requirements of the America Recovery and Reinvestment Act of 2009 (ARRA). All others are encouraged to participate at their earliest convenience.

#### Online Registration Process:

1. Go to the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi) and click on the "e-Transcripts" link to get to the Michigan e-Transcript Initiative page.
2. Click on the "Register your high schools to send e-Transcripts" link.
3. When prompted for the Access Code, public high school districts will enter the district code and private high schools will enter the entity code (instructions for locating these codes are on the e-Transcript Web page).
4. Confirm that the district and school information is correct and provide primary e-Transcript contacts for each school.
5. Select the preferred installation period for the school. (The installation periods are first-come-first-served until each is full; at that time you will be required to make another selection).
6. Download and review the Secondary School Services Agreement and return the signed copy to Docufide, the Michigan e-Transcript service provider. **Installation cannot begin until Docufide has received the signed agreement.**

*If you need assistance during the registration process, please contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) or call 310.309.3722.*

**Installation Period:**

Software installation instructions will be sent to the identified primary contacts during the installation period (it is simple and quick – like downloading a driver for a new printer). 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.

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. The school's administrator will upload a file containing one transcript from each enrolled student and each member of the most recent graduating class to Docufide's processing center (this is done to ensure all fields used in the school's transcript are included in the transcript template). Uploaded test transcripts will be deleted once the template is completed. **The UIC, the district code and the building code must be included on the e-Transcript for the schools that have this information. Please begin the necessary steps to include this information on the school's SIS transcript export before uploading test transcripts to Docufide.**

Once the installation and test process is completed, a link to the service (provided by Docufide) is placed on each school's Web site and its staff and students are informed of the new service and the location of the link. The school is now ready and will be set "live." To send transcripts, students will go the school's Web site, complete a one-time registration and identify their desired transcript recipients. The system will promptly process the student orders and notify the school's administrator of these requests via e-mail. The school's administrator will retrieve the applicable student records from the SIS and "print" them to Docufide's Secure Transcript printer (the software downloaded during the installation process). Docufide will then deliver transcripts to the receiving institutions in the acceptable format for the receiving institution.

**Additional Resource:**

Webinars are offered from October 21 – November 25 on Mondays at 10:00 a.m. and Wednesdays at 2:00 p.m. providing information on the initiative, the sending services and the registration process. All high schools are encouraged to attend. Each attendee must RSVP a preferred online meeting date/time to [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) and the necessary login information to will be provided.

Your assistance in expanding the Michigan E-Transcript Initiative statewide is appreciated. We hope that the greater efficiency, reliability and cost savings made possible through this service will prove beneficial to Michigan students and schools. More details regarding the initiative, PowerPoint demonstrations of the registration process, registration links and answers to frequently asked questions (FAQs), are available on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). If the FAQ located at this link does not answer your specific questions about registering your high school, please contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com).

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