



## Center for Educational Performance and Information

This page is being posted as a courtesy resource for all high schools. Any messages that previously have been posted to the e-Transcript Listserv or e-mailed to high school staff members are here in one document.

Sent 9/9/09 to Local and Intermediate School District Superintendents, Public School Academy Directors

SUBJECT: CEPI Launches E-Transcript Initiative with Docufide

The Center for Educational Performance and Information (CEPI) has joined forces with the Midwestern Higher Education Compact (MHEC) to offer the Michigan e-Transcript Initiative. Docufide, Incorporated will be providing e-Transcript services through its Docufide Secure Transcript Services. The State of Michigan will provide this program to all public and private Michigan high schools at no cost to either the students or the schools.

Transcripts are sent in a manner compliant with the Family Educational Rights and Privacy Act. Michigan high school students and alumni can request and send transcripts electronically to other e-Transcript-registered institutions in Michigan and other participating Midwestern states in the MHEC at no cost (with the ability to send transcripts anywhere else at discounted rates).

**Instructions on registering your high school to send transcripts electronically will be forthcoming in the near future.** CEPI is seeking districts and all high schools within those districts to be early adopters of this system. Please send an e-mail message to [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) if your district wishes to be an early adopter.

Training and student/staff communications will be provided during each high school's implementation period. The entire installation and training process typically requires one hour or less per school. Docufide's Secure Transcript Service is a non-invasive system that captures information from any student information system (SIS) and requires no changes to a school's SIS.

Once the service has been installed, students will access the e-Transcript system through a link on the high school's Web site, and requests will be processed online. The transcript administrator at the school will then review the requests online and electronically print the student records to Docufide, who will then deliver transcripts to the receiving institutions using the technology format of their choice.

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. If you have any questions pertaining to the registration process and technical support, contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com). If you have any questions regarding the Michigan e-Transcript Initiative, please contact CEPI at [cepi@michigan.gov](mailto:cepi@michigan.gov) or call (517) 335-0505 and follow the prompts. Please visit the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi) for more information and updates on the initiative.

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Sent 10/13/09 to Local and Intermediate School District Superintendents, Public School Academy Directors and Nonpublic School Administrators

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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Sent 10/14/09 to Student Information System Vendors

SUBJECT: Fields of Interest for the Transcript Report

This message is being sent to the vendors of student information systems (SISs).

The Center for Educational Performance and Information (CEPI) has partnered with Docufide, Inc. to deliver a free electronic transcript exchange system to school districts, colleges and universities throughout the state. Docufide's Secure Transcript™ Service is a non-invasive system that allows the upload of information from any SIS and requires no changes to a school's SIS. The exception is the addition of the state-assigned student Unique Identification Code (UIC) and district and building codes on the transcript export file from the system. The sending of a transcript to Docufide requires printing the transcript to a specialized printer driver which transmits the output to Docufide's processing center. When the free Docufide software is installed on the high school's computers, the school's administrator will send a transcript from each enrolled student (grades 9-12) and each member of the most recent graduating class to Docufide's processing center so Docufide can create a comprehensive transcript template.

If your product does not provide the flexibility for schools to modify the list of characteristics for inclusion in the transcript export or report, you may need to work with your clients to add existing UICs, district codes and building codes to their transcript export files. We have heard that some high schools are being charged fees for this report modification. This relatively minor change is necessary to meet assurances under the federal American Recovery and Reinvestment Act (ARRA). We urge vendors to ensure that this activity has minimal or no impact on fees associated with your annual service offerings to districts, and further emphasize that this change is statewide and should be handled in the most cost-efficient manner possible.

Your assistance in supporting the Michigan e-Transcript Initiative is appreciated. More details regarding the initiative are available on the CEPI Web site, at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). If you have additional questions about transcript modification, please contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com).

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Sent 11/19/09 to Local and Intermediate School District Superintendents, High School Principals, Public School Academy Directors, Nonpublic School Administrators

SUBJECT: High School e-Transcript Registration Reminder

**This memo is being sent as a reminder that all public high schools must register with Docufide, the Michigan e-Transcript provider, by December 31, 2009.** Please forward this memo to your staff members who are responsible for transcript duties.

To date, several Michigan high schools registered with Docufide to send transcripts electronically. CEPI would like to thank these schools, as well as districts for helping to make the initiative a success. All public high schools should complete the free 5-10 minute online registration process as soon as possible and must do so by December 31, 2009. Private high schools are strongly encouraged to participate as the demand for transcripts to be received electronically increases, and while the registration, software installation and training are free under the initiative.

The State School Aid Act of 1979, Act 94 of 1979, Article 1, 388.1619 compels compliance with this initiative, via section 19(3), and then outlines penalties for noncompliance in section 19(7). As the Michigan e-Transcript Initiative is a funded activity in direct support to schools and students and is a core component supporting the establishment of a statewide P-20 longitudinal data system, your timely attention to this activity is appreciated.

**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.**

Please remember that the state-assigned student Unique Identification Code (UIC), district code and 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 student information system transcript export before uploading test transcripts (during your selected installation phase) to Docufide. If you need assistance during the registration process, please contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) or call 310.309.3722.

**Additional Resource for High Schools:**

Webinars are offered for high schools from October 21–December 30 on Mondays at 10:00 a.m. and Wednesdays at 2:00 p.m. to provide information on the initiative, the sending services and the registration process. All pertinent staff members at the high schools are strongly encouraged to attend. Please send a preferred online meeting date/time to [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) and the necessary login information to will be provided to you.

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, registration links, demonstrations and answers to frequently asked questions (FAQs), are available on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi).

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Sent 1/14/10 to Local and Intermediate School District Superintendents, High School Principals, Public School Academy Directors of those districts/buildings not yet completing registration

SUBJECT: e-Transcript Registration Not Complete

This e-mail is being sent to inform you that the deadline has passed to register with Docufide, the Michigan e-Transcript provider. CEPI has compiled a status report and provided it to the Michigan Office of the State Budget detailing each district and school's registration status.

You are receiving this e-mail because at least one of your districts and/or schools have not completed registration. **Registration is not complete until your district and schools provide all the necessary online information and return the signed service agreement.** Please refer to the [CEPI Web site](#) for registration information and to view your [current status](#). Please complete any outstanding requirements immediately. If you have any questions regarding registration, contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com).

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Sent 7/28/10 to Private High School Administrators

SUBJECT: Michigan E-Transcript Initiative for Private High Schools

This memo is intended to provide private high schools with information regarding participation in the Michigan e-Transcript Initiative. The Center for Educational Performance and Information (CEPI) has partnered with Docufide, Inc. to provide an electronic transcript exchange system to school districts, colleges and universities throughout the state. There is no cost to register or participate, and all software installation, updates and training are free for the school.

**Benefits of Sending e-Transcripts:**

- Transcripts are processed electronically for your school for delivery to any destination nationwide.
- Electronic transcripts allow online tracking and delivery notification.
- Reduced staff time and material costs result in financial savings and allow staff to focus on other needs.
- The request process is streamlined for both current and alumni students.
- Comprehensive reporting is built into the system for all authorized administrators. Reports are available for sent transcripts with a robust set of search criteria and export capability to Excel for further analysis.
- All Michigan public universities, community colleges, and several independent colleges have signed up to receive electronic transcripts through this service.

**Benefits to Students, Parents and Alumni:**

- Transcripts can be requested online 24 hours a day/seven days a week through the high school's Web site or the Michigan College Access Portal (MichiganCAP).
- There is no charge to have transcripts sent to participating colleges in Michigan and partner states.
- Students are automatically notified when transcripts are processed and received, reducing anxiety.
- Transcripts are quickly delivered to Michigan and nationwide colleges and scholarship programs.

**To become a sender of electronic transcripts:**

1. Go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi) and click on the "e-Transcripts" blue tab at the left.
2. Click on the "Go to High School Registration" link.
3. Click on the "Independent Schools" link for the Michigan e-Transcript Initiative.
4. Search for your school name by entering it into the text box and clicking on "Search."
5. Click on the name of your school and provide primary e-Transcript contacts and other information.
6. Review and accept the Service Agreement.

These steps complete the registration process. Software installation instructions will be sent to the primary contacts. Contact [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) if you need assistance during the registration process.

More details regarding the initiative are available on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi).

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Sent 8/23/10 to Local and Intermediate School District Superintendents, High School Principals, Public School Academy Directors, e-Transcript Listserv and MSDS Listserv

SUBJECT: E-Transcript Status Report

The December 31, 2010, deadline for compliance with the Michigan e-Transcript Initiative is rapidly approaching. The State School Aid Act of 1979, Act 94 of 1979, Article 1, 388.1619 Sec. 19 (3) Compliance with Provisions of American Recovery and Reinvestment Act of 2009; Sec. 19 (7) Failure to Comply with Certain Requirements addresses the need for public school districts and intermediate school districts to adopt the Michigan e-Transcript Initiative, which aids in the creation of the P-20 education longitudinal data system.

Sec. 19. (3) A district or intermediate district shall comply with all applicable reporting requirements specified in state and federal law. Data provided to the center, in a form and manner prescribed by the center, shall be aggregated and disaggregated as required by state and federal law. In addition, a district or intermediate district shall cooperate with all measures taken by the center to comply with the provisions of the American recovery and reinvestment act of 2009, Public Law 111-5, requiring the establishment of a statewide P-20 longitudinal data system.

Sec. 19. (7) If a district or intermediate district fails to meet the requirements of subsection (3), the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under this act until the district or intermediate district complies with this subsection.

The Center for Educational Performance and Information (CEPI) extends a sincere "thank you" to those intermediate school districts (ISDs), local education agencies (LEAs) and schools which have met the deadline. However, others remain non-compliant or unresponsive. Please view the attached status report and complete any outstanding requirements. Contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) if you have any questions.

If you have not joined the e-Transcript listserv, please do so. This listserv will provide superintendents, principals, information technology staff members and guidance counselors the opportunity to receive communications, ask questions, post comments about the service and network with "live" schools that can provide a helping hand. To join:

1. Go to [listserv2.michigan.gov](http://listserv2.michigan.gov)
2. Click on "E-TRANSCRIPT"
3. Click on "Join or Leave E-TRANSCRIPT"
4. Provide your name and e-mail address
5. You will be e-mailed a confirmation code. Wait for the code and follow the instructions in the e-mail.

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Sent 6/2/11 to Local and Intermediate School District Superintendents, High School Principals, Public School Academy Directors, e-Transcript Listserv and the Educational Entity Master (EEM) e-Transcript contact

SUBJECT: e-Transcript Data Upload Open June 2 through June 30, 2011

The high school transcript data collection will be open from **June 2, 2011 through June 30, 2011** to enable

authorized staff members to upload transcript data via the Docufide Secure Transcript Client to the State of Michigan. This data collection has been funded by the American Recovery and Reinvestment Act (ARRA). Please forward this memo to the individual(s) who have access to the Docufide Client and will be performing the transcript upload duties.

CEPI encourages all public high schools that have the ability to upload ninth through 12th-grade current student transcripts to the state's transcript repository to complete this submission. These data will be used by the Michigan Department of Education to establish new cut scores for the Michigan Merit Exam to ensure high school students are ready for college as well as for a study of the impact of the Michigan Merit Curriculum.

To determine your school's ability to upload to the repository, go to the e-Transcript Status Report on the CEPI Web site at: <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html> and view the column labeled "Able to Upload to Repository."

### Upload Process

A staff member at the high school who has access to the Docufide Secure Transcript Client and will go into the school's student information system, select all ninth-12th graders' transcripts and "print" them to Docufide. Docufide will route all transcripts to the State of Michigan's transcript repository. **If your school is not "live" with the Docufide service or not able to upload to the repository, please contact Docufide immediately to determine what steps remain to be completed.** To verify your school's status, please view the e-Transcript Status Report at the link provided above.

Please view the [High School e-Transcript Bulk Upload User's Guide](#) for information on the transcript data upload. If you need assistance, please visit Docufide's [customer support page](#). To perform the upload:

1. Go to the Docufide Web site at [www.docufide.com](http://www.docufide.com)
2. Click on the "Sign In" button and log in to your Docufide Secure Transcript account
3. Click on the "Upload" Tab
4. Select all currently enrolled students' transcripts for grades 9-12 from your student information system
5. Select the Docufide printer on your computer to send the transcripts
6. Check the status of your upload by clicking on the "Student Transcript Upload" Tab

If you have any questions, please send an e-mail message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505, option 3. Please provide your name, telephone number (including area code and extension) and school name along with your message.

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Sent 6/30/11 to Local and Intermediate School District Superintendents, High School Principals, Public School Academy Directors, e-Transcript Listserv and the Educational Entity Master (EEM) e-Transcript contact

SUBJECT: e-Transcript Bulk Upload Extension

The high school e-Transcript bulk data upload has been extended to **July 15, 2011**. This data collection enables authorized staff members to upload transcript data, via the Docufide Secure Transcript Client, to the State of Michigan's transcript repository. This data collection has been funded by the American Recovery and Reinvestment Act (ARRA). Please forward this memo to the individual(s) who have access to the Docufide Client and will be performing the transcript upload duties.

CEPI encourages all public high schools that have the ability to upload transcripts to complete this submission. The Michigan Department of Education will use these data to establish new cut scores for the Michigan Merit Exam to ensure that high school students are ready for college, as well as for a study of the impact of the Michigan Merit Curriculum.

To determine your school's ability to upload, go to the e-Transcript Status Report on the CEPI Web site at: <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html> and view the column labeled "Able to Upload to Repository". For more information on next steps, view the [High School e-Transcript Bulk Upload User's Guide](#).

### Upload Process

For schools able to perform the upload:

1. Select all currently enrolled students' transcripts for grades 9-12 from your student information system.
2. Select the Docufide printer on your computer and "print" the transcripts to Docufide.
3. Check the status of your upload. To do this:
  - a. Go to <https://securetranscript.docufide.com/admin> and log into your secure account with your valid e-mail address and password. Click on the "Sign In" button.
  - b. Click on the "Manage Sender Preferences" tab and then the "View Transcript Upload History" tab.

If you need upload assistance, please visit Docufide's [customer support page](#). For other questions, please send an e-mail message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505, option 3. Please provide your name, telephone number (including area code and extension) and school name along with your message.

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Sent 7/11/11 to Local and Intermediate School District Superintendents, Public School Academy Directors, e-Transcript Listserv and the Educational Entity Master (EEM) e-Transcript contact

SUBJECT: e-Transcript Bulk Upload Closes July 15, 2011

The high school e-Transcript bulk data upload will close on **July 15, 2011**. This data collection enables authorized staff members to upload transcript data, via the Docufide Secure Transcript Client, to the State of Michigan's transcript repository. This data collection has been funded by the American Recovery and Reinvestment Act (ARRA). The Michigan Department of Education will use these data to establish new cut scores for the Michigan Merit Exam to ensure that high school students are ready for college, as well as for a study of the impact of the Michigan Merit Curriculum. Please forward this memo to the individual(s) who have access to the Docufide Client and will be performing the transcript upload duties.

CEPI encourages all public high schools that have the ability to upload transcripts to complete this submission. To determine your school's ability to upload, go to the e-Transcript Status Report on the CEPI Web site at: <http://www.michigan.gov/cepi/0,1607,7-113-54112---,00.html> and view the column labeled "Able to Upload to Repository". For next steps and information on how to perform the bulk upload of transcripts, view the [High School e-Transcript Bulk Upload User's Guide](#) on the CEPI Web site.

If you need upload assistance, please visit Docufide's [customer support page](#). Select "what is the current status of my school" from the subject drop down menu when submitting your request. For other questions, please send an e-mail message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505, option 3. Please provide your name, telephone number (including area code and extension) and school name along with your message.

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