

Michigan e-Transcript Initiative Newsletter



State of Michigan's Center for Educational Performance and Information (CEPI)

October 2010

Public High Schools

All information regarding the Michigan e-Transcript Initiative is on the CEPI Web site at www.michigan.gov/cepi. Click on the "e-Transcripts" tab. To check your school's status with compliance, view the status report under the "Michigan high school registration status" link.

Participating in the Michigan e-Transcript Initiative will help ensure that schools may retain their federal stimulus dollars under *The American Recovery and Reinvestment Act of 2009 (ARRA)*. When Michigan agreed to accept the stimulus dollars, we also agreed to four education assurances. One of these assurances is that Michigan will connect data from preschool through postsecondary education. This data connection will be accomplished through the use of the student Unique Identification Code (UIC), which is to be added to the transcript and exchanged at all education levels. To fulfill Michigan's requirement under the America Competes Act, in 2011, CEPI will request that all public high schools send ninth through twelfth-graders' transcripts to the state's data repository via a bulk upload utilizing the Docufide software.

If your high school has not finished registering or is non-compliant or unresponsive, you need to work with Docufide to become "live" as soon as possible. The registration steps appear in the status report. If you need assistance or if you are unsure of the next steps you need to take to be in compliance, contact Docufide at MIetranscript@docufide.com.

Docufide provides webinars to learn about the initiative, its services, internal process change tips, and using the system. For information on these webinars, see the CEPI Web site. Also, if you are not receiving the memos and communications regarding the Initiative, you can:

1. Join the e-Transcript Listserv.
2. View the CEPI Web site, as all messages sent regarding the Initiative are in one document.
3. Update your e-Transcript, Guidance Counselor, and Technology Director contact in the Educational Entity Master (EEM).
4. Consider joining an association, as the leadership forwards this information to the membership.
5. Make sure you are listed in the Docufide online registration. Depending on the task, Docufide sends notifications to these individuals.

Benefits of the Initiative

- Cost and time savings for the school
- Colleges and universities prefer to receive the transcripts electronically
- Students can request transcripts 24/7 and receive notifications throughout the process
- The UIC is added to the transcript and stored by the colleges/universities, fulfilling federal requirements of connecting longitudinal education data
- Docufide's system is the mechanism for schools to send transcript data to the state's repository
- The MichiganCAP project allows students and alumni to request transcripts through the portal, utilizing the Docufide service. Contact Phil Trapp at trapp@michigan.gov if you have questions.

Success Stories

• Lake Orion Community HS (600 seniors):

The HS has been "live" since January 21, 2010. Its transition went well, the service is running smoothly and it has not had any complaints. Staff members initially had an issue with data not matching, but Docufide worked with them to resolve the issue. Their **key to success** was that they launched the service to all students at the same time. They had the counselors meet with the students directly, provided the flyer and disseminated step-by-step instructions.

• Kingsford HS (160 seniors):

The HS has been "live" since January 19, 2010, with 60% of its final transcripts completed via Docufide. The staff transitioned easily and is already seeing the benefit of not having all the paperwork to do. The staff members have not seen many transitioning issues from the students, nor have they had a single complaint on the new process. They are concerned that some colleges are still requesting the counselor forms via mail and do not want to see the student approvals held up waiting for the form. Their **key to success** was holding a staff meeting to be sure that everyone was aware of the change. The students were educated by providing the flyer and step-by-step instructions during final transcript season. They do allow the students to request transcripts that have a fee to request them within the office for the school to mail.

• Hartland HS (450 seniors):

The HS has been "live" since March 9, 2010. It began utilizing in the spring with things running smoothly, but things are going even better now that it has been able to further transition to the new process. If the student is requesting a transcript to a destination that is not free, staff members do encourage them to come into the office and they will mail it. Other than a little confusion with Common Application, they feel the transition has gone smoothly. The

staff likes not having to mail transcripts. Their **key to success** was handing out flyers to juniors and seniors, posting information on their Web site and meeting with students to discuss the new process.

Student Information System (SIS) vendors

Check your clients' statuses on the status report and reach out to them if they need help. Some SISs are halting districts from going "live" with the service. If your SIS is one of these, please make progress immediately and keep your clients informed.

Need advice on resource allocation to get the e-Transcript requirement fulfilled?

1. Identify key staff involved, who are usually a primary contact, an information technology (IT) staff member and a guidance counselor/registrar. The CEPI Web site lists the names and e-mail addresses of those staff members currently assigned to the IT and primary contact roles. Update contact information with Docufide as necessary.
2. Identify the tasks to be completed, which consists of: a) Downloading the software, b) Ensuring the UIC, district code and building code appear on the transcript, c) Sending test files, d) Attending the online training webinar, e) Informing staff and students of the Initiative and f) Adding the e-Transcript link to the school's Web site.
3. Determine time needed for each step, which generally includes 15 minutes for software download, five minutes to send test files, 45 minutes for online training and five minutes for Web site link addition.
4. Discuss assignments as a group to determine which staff member will perform each task and deadlines for completion. Follow up with each other and with Docufide periodically to determine what remains to be completed. Re-assign tasks as needed. Remember, tasks can be performed by multiple individuals and training can be done individually.

Public Postsecondary Institutions

Under ARRA, Michigan is compelled to answer:

1. The number and percentage of high school graduates who enroll in an institution of higher education within 16 months of receiving a regular high school diploma.
2. Of those students included in the question above, the number and percentage who complete at least one year's worth of college credit (applicable to a degree) within two years.
3. The extent to which students transition successfully from secondary to postsecondary education, including whether students enroll in remedial coursework.

CEPI participates in a longitudinal data system postsecondary workgroup to help address data issues and the data repository uploading schedule, to name a few topics. The workgroup consists of:

Nick Baker, Dir - Institutional Rsrch, Kirtland Community College
 Mike Boulus, President, Pres Council, State Univ in MI (PCSUM)
 Reginald Gerlica, VP - Instruction, Henry Ford Community College
 Mike Hansen, President, MI Community College Association
 Randall Hickman, Dir - Instl Rsrch, Macomb Community College
 Gail Ives, Exec Dir - Institutional Rsrch, Mott Community College
 Jim Jacobs, President, Macomb Community College
 Conway Jeffress, President, Schoolcraft Community College
 Patricia Farrell, Dir - Univ Outreach & Policy Research, PCSUM
 Gavin Leach, VP - Finance & Admin, Northern Michigan U
 Randall Melton, Exec Dir - Info Tech, Lake MI College
 Adriana Nichols, Vice President, MI Community College Assoc.
 Daniel Phelan, President, Jackson Community College
 Joe Sawasky, Chief Information Officer, Wayne State University
 Laura Schartman, Dir - Instl Rsrch & Assmt, Oakland University
 Glenna Schweitzer, Assoc Vice Provost, University of Michigan
 Howard Shanken, Registrar, Grand Rapids Community College
 Brian Singleton, V Chancellor, Wayne County Community College
 Troy Tissue, Assoc Director - Admissions, Ferris State University

Acquiring UICs

Connecting PK-12 to postsecondary education data requires that the UIC be exchanged and used at all education levels. The transcript system is one of the tools/processes necessary to accomplish the UIC exchange. The UIC will be included on the transcript, enabling student tracking from secondary to postsecondary and then across disparate education data sets. To determine how to acquire UICs for postsecondary students, a UIC workgroup has been formed, consisting of:

Kortney Briske, Assoc Registrar, University of Michigan
 Kara Fields, Asst Dir - Rec & Rgst, Walsh College
 Carrie Jeffers, Asst Dir - Enrl Svcs, Macomb Community College
 Scott Owczarek, Assoc Registrar, Michigan State University
 Kristin Schuette, Assoc Registrar - Tech, Michigan State U
 Howard Shanken, Registrar, Grand Rapids Community College

This workgroup proposed utilizing the Michigan Student Data System (MSDS), which is currently used for data collection from PK-12 public schools.

Postsecondary institutions will upload data files for enrolled students who need a UIC to the MSDS via a Request for UIC Collection. This collection validates any UICs that are already on records in the MSDS and provides UICs for any records that are a match. All records without a single positive match will be assigned a new UIC. If the system generates a possible match, the system will automatically create a new UIC, eliminating the need to manually resolve these issues. Once users become familiar with the system, they will be able to perform UIC linking.

The MSDS will generate a report to enable users to receive the UICs and incorporate them into their local system. The Request for UIC Collection will be available year around, and CEPI will notify users of peak PK-12 usage to help alleviate system delays. Also, a student search function exists within MSDS to look up individual students.

The fields to match on (CEPI does not collect Social Security numbers) and the scores/weights will be evaluated by the workgroup to determine the threshold for the creation of new UICs. Collaboration on this process began in the spring, with some of the institutions being represented in the workgroup.

CEPI would like to extend a sincere "Thank you" to the workgroup members for their insight and collaboration. We look forward to our partnership as these conversations continue.



Sending Data to the Repository

Docufide has created a means for all postsecondary institutions to send student academic record data directly to the state's repository for the P-20 data connection requirement. The data will be uploaded to Docufide in PESC XML format.

CEPI encourages conversations regarding partnering opportunities among colleges and universities that have common data platforms. It might be wise for colleges/universities to work together to ensure greater data interoperability, to make sure work is done once and that the data is complete and accurate. It seems that a shared approach

may make the best use of available resources, especially when it comes to building the data extractions and uploading files that meet the PESC-XML standard.

In the most recent State Longitudinal Data System Grant, CEPI secured new funds (award distribution timeline pending) that could assist postsecondary institutions with the work. More details are to come on this item.

Contract Issues

Docufide recently released two updated contracts for all postsecondary institutions to sign and void the original, if they desire. The first contract enables compliance with the federal requirement to transfer data to the state's data repository. The second contract is for those institutions who wish to use Docufide's Secure Transcript service for day-to-day sending of electronic transcripts.

CEPI, a postsecondary workgroup, and Docufide have been working closely to address the student academic record data elements for upload into the state repository. The data elements for upload appear in a supplemental document to the repository contract, which is available on the CEPI Web site at www.michigan.gov/cepi. Click on the blue "e-Transcripts" tab at the left and then click on the "Data Elements for Repository" link.

Although an institution does not have to use Docufide for day-to-day transcript requests, tracking and approval system (perhaps because it has a custom system already in place), please note that the Michigan College Access Portal (Michigan-CAP) project utilizes the Docufide e-Transcript service. Students and alumni now have the option to initiate the transcript request from their school's Web site or through the portal. If your institution is not using Docufide to send day-to-day transcripts, students will not be able to send transcripts when applying for scholarships and transferring students will not be able to complete the college admission process through the portal. If you have questions regarding the portal project, please contact Phil Trapp, the MichiganCAP project manager from the Department of Treasury, at trapp@michigan.gov.

Independent Colleges and Private High Schools

As an independent institution, we are not required to register with Docufide, so why do it?

Benefits of Sending e-Transcripts:

- Reduces time to process transcripts, allowing staff to focus on other students' needs.
- Transcripts processed electronically for your school for delivery to any destination nationally.
- Complete Secondary School reports online.

Benefits of Receiving e-Transcripts:

- Handle transcripts in a much more efficient and timely manner.
- Creates a legible copy to be read by and shared with admissions counselors, academic advisors, scholarship committees, etc.
- Eases the review process by providing a standard appearance to the transcript.
- Comprehensive reporting built into the system. Reports available for sent and received transcripts with a set of search criteria and export capability to Excel for further data analysis.
- Nearly all public high schools and many private high schools in Michigan have signed up to send transcripts electronically through this service.

Benefits to Students, Parents and Alumni:

- Can request transcripts online 24 hours a day/ seven days a week through the college's Web site or the Michigan College Access Portal.
- No charge to have transcripts sent to participating colleges in Michigan and partner states.
- Automated notification to students when transcripts are processed and, if sent electronically, when received.
- Faster delivery to Michigan and nationwide colleges and scholarship programs.

Although an independent institution does not have to use Docufide for day-to-day transcript requests, please note that the Michigan College Access Portal (MichiganCAP) project utilizes the Docufide e-Transcript service. Students and alumni now have the option to initiate the transcript request from their school's Web site or through the portal. If your institution is not using Docufide to send day-to-day transcripts, students will not be able to send transcripts when applying for scholarships and transferring students will not be able to complete the college admission process through the portal.

Is there a fee for independent/private schools?

Software installs, updates and training are free.

Public institutions will upload their student academic record data to the state data repository via Docufide to be analyzed for the P-20 data connection. **What will happen to our data?**

Your independent/private institution is exempt from the P-20 data analysis requirement, although we strongly encourage participation in the data conversation. Day-to-day transcript movement will not be stored in the state data repository nor analyzed for P-20 efforts. The student academic record data to be analyzed by the P-20 effort will require a separate data upload, if you choose to participate.

Will we be required to place UICs onto our transcripts? Will these students be used in the P-20 data connection?

Many private school students who took the Michigan Merit Exam have a UIC assigned to them. As a private high school, you are encouraged, but not required, to place the UIC onto the transcript. Doing so will enable the postsecondary institution to avoid assigning a UIC to this student, as one already exists. Placing the UIC onto the transcript will not mean that this student and your high school will be analyzed in the P-20 data connection.

Public institutions are required to store the UIC. Are we required to do so if we participate?

As an independent college, you are not required to store the UIC. However, it is strongly encouraged that you do so to enable the UIC to follow the student after he or she leaves your institution. This will enable others to avoid assigning a UIC to this student, as one already exists. If you choose to participate in P-20 analysis efforts, the UIC is required.

Why would the state pay for our institution to send/receive e-Transcripts when our data will not be analyzed?

Several benefits exist to schools, staff and students when using Docufide. Additionally, postsecondary institutions desire to receive transcripts electronically, and providing this service for free to all institutions will make the transition from paper-based to electronic transcripts more economical.

Which independent colleges are registered?

Adrian, Albion, Alma, Aquinas, Kuyper, Hope, Olivet, Kettering, Spring Arbor, Hillsdale, Madonna, Rochester, Siena Heights, Marygrove, College for Creative Studies, Great Lakes Christian, U. of Detroit Mercy, Cleary-Livingston & Washtenaw,

Int'l. Acad. of Design & Tech., Kendall College of Art & Design, & Davenport-G.R.

Which private high schools are registered?

All Saints Central, Catholic Central, Detroit Catholic Central, Detroit Country Day Upper School, Freedom Baptist, Gabriel Richard Catholic, Grand Rapids Christian, Harbor Light Christian, Ladywood-Detroit, Lansing Catholic Central, Lenawee Christian, Loyola, Lutheran HS (South, North, & Westland), Mercy, Notre Dame Prep., Potters House, Powers Catholic, Providence Christian, Sacred Heart, Southfield Christian, St. Philip Catholic Central, Unity Christian, Valley Lutheran, Washtenaw Christian, West Catholic & Western MI Christian.

As a private high school, how do I register?

1. Go to www.michigan.gov/cepi and click on the "e-Transcripts" blue tab at the left.
2. Click on "Go to High School Registration" link.
3. Click on the Independent Schools registration link for the Michigan e-Transcript Initiative and search for your school name.
4. Provide primary e-Transcript contact information.
5. Review and accept the Service Agreement. If you need assistance during registration, contact Mletranscript@docufide.com.

As an independent college, how do I register to become a receiver of electronic transcripts?

1. Go to <https://securetranscript.docufide.com/ri>. Provide information for primary and backup contacts at your institution.
2. Choose the PDF format. Once registration is complete and validated by Docufide, you can go into your account Preferences and change your format and delivery methods to PESC XML, TS130 EDI or SFTP/WSDL auto delivery.
3. Begin receiving transcripts electronically.

As an independent college, how do I register to become a sender of electronic transcripts?

1. E-mail Mletranscript@docufide.com, provide primary contact information and indicate your institution's current student information system.
2. Docufide provides the primary contact a service agreement and an Excel form via e-mail.
3. Provide the necessary contact information on the Excel form and e-mail it back to Docufide.
4. Review and sign the service agreement. Fax or mail it back to Docufide. For registration assistance, contact Mletranscript@docufide.com.