



# Michigan e-Transcript Initiative



**1. Is my high school required to participate?** Your school is required to participate if you are a public high school which processes transcripts.

**2. Why is participation required?** 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 the state of Michigan will request all public high school 9th-12th grade transcripts be sent to the state's data repository via a bulk upload using Docufide's software.

**3. If my school is currently using an e-Transcript vendor other than Docufide, is my school participating in the Initiative?** No. Only Docufide can send the needed transcript data to the state's data repository.

**4. How do I know my school's participation status?** View the e-Transcript status report. Go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi), click on the blue "e-Transcripts" tab at the left, and click on the "Michigan high school registration status" link. Status definitions and registration steps appear in this document.

**5. The status report shows that my school is non-compliant or unresponsive. What do I do now?** Follow-up with staff members and determine where they are in the process, or contact Docufide at [MIetranscript@docufide.com](mailto:MIetranscript@docufide.com) and inquire what remains to be completed.

**6. Is this an unfunded mandate?** No. Michigan public high schools and postsecondary institutions received \$1.5 billion under the State Fiscal Stabilization Fund of the American Recovery and Reinvestment Act of 2009 in the State School Aid payment to comply with federal requirements. Schools already received this money and must comply with federal requirements to help ensure that the money may be retained.

**7. I'm not receiving the memos/communications regarding the Initiative. What can I do?**

- a) Join the e-Transcript Listserv. Go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi), click on the "e-Transcripts" blue tab at the left, and then click on the "Join e-Transcript Listserv" link.
- b) All memos and e-mail messages sent regarding the initiative are in one document, on the CEPI Web site under the "E-mails and memos sent regarding e-Transcripts" link.
- c) Update your e-Transcript, Guidance Counselor and Technology Director contacts in the Educational Entity Master (EEM). Your EEM authorized user can complete this for you.
- d) Consider joining an association, as various association leaderships forward this information to the membership.
- e) Make sure you are listed in the Docufide online registration. Depending on the installation or staff training tasks, Docufide sends notifications to these individuals.

**8. Our school is "live" with the service, but what do we do now?** Changing from paper-based transcripts to electronic ones may require schools to adapt internal processes. A good place to start is to inform all of your staff that your school is now utilizing electronic transcripts. Next, inform the students by placing announcements in flyers, student handbooks, posters, senior night and open houses. You can also have students complete the 5-minute registration process while in a computer class or library demonstration. Docufide has other great tips, which you can learn about through their online training session.

**9. We have new staff. How can they get trained?** Docufide offers two training sessions. The first is a 30-minute Implementation Support Call designed for all staff to learn how to implement e-Transcripts at your school. This webinar discusses next steps and what to expect. The second is a 45-minute System Training Webinar designed for those staff members who will be processing transcripts. This session walks users through how to process transcripts, make changes to the school's account preferences and add/delete users. Sessions are offered multiple times per week, and each staff member can choose the date/time that works best for him or her.

**10. What is the Michigan College Access Portal (MichiganCAP) and how is it related to this Initiative?** The MichiganCAP 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 you have questions regarding the portal project, please contact Phil Trapp, the MichiganCAP project manager from the Department of Treasury, at [trapp@michigan.gov](mailto:trapp@michigan.gov).

**11. What is the state's data repository?** To fulfill a federal reporting requirement under the America Competes Act, Michigan must collect, store and analyze all public high school student transcript data. Beginning in 2011, the state of Michigan will ask that all public high schools which process transcripts perform a bulk upload of all 9th-12th grade student transcript data to the state's repository utilizing the Docufide software. Public postsecondary institutions will also be required to upload all transcript data to the state's data repository. More information on how and when to perform the upload is forthcoming.

**12. What are the steps my school needs to go through to become "live" with the service?** **Step 1** is getting registered online. Registration steps appear in the status report on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on the blue "e-Transcripts" tab at the left, and then click on the "Michigan high school registration status" link. **Step 2** is to install the software. Installation instructions are given to the school's information technology contact, and installation takes 10-15 minutes. **Step 3** is to send Docufide, through the software, a sample of test transcripts with the UIC, district code and building code included. Docufide will use these test transcripts to create your school's parse template. **Step 4** is to train your staff on how to use the software. This takes 45 minutes and is done online at each staff member's selected date/time. **Step 5** is to place the Docufide link onto your school's Web site. **Step 6** is to inform your staff and students that your school is able to send transcripts electronically.

**13. Before our school could go "live" with the service, we had to add the UIC, building code and district code to our transcript. Why? Are we required to add anything else?** Including the UIC, district code and building code will enable CEPI to do analysis on the transcript, as required under ARRA. If your school wishes to add the Michigan Merit Exam score, ACT/SAT scores, attendance, immunization records, etc., this is at your discretion.

**14. What are some of the benefits of the e-Transcript Initiative?**

- a) Cost and time savings by eliminating printer, paper and stamp expenses, and reducing staff time to process them.
- b) Students are able to send the transcript electronically, which colleges and universities prefer.
- c) Students can request transcripts online 24 hours a day/seven days a week.
- d) Automated notifications are sent to the students, reducing student support calls.
- e) Faster delivery to Michigan and nationwide colleges, other participating high schools, the NCAA, the military, scholarship programs, employment verification and insurance companies.
- f) Comprehensive reporting features are built into the system for administrators that detail sent transcripts with a robust set of search criteria and export capability for further data analysis
- g) Secondary school reports, also known as guidance counselor pages, can be completed online with the ability to attach recommendation letters, awards and certifications.
- h) The UIC will be included on the transcript, which enables postsecondary institutions to receive the UIC, store it into their student information systems and begin using that UIC for subsequent movement of the transcript.

**15. How does the e-Transcript service work?** A student uses the link on the school's Web site and chooses where he/she wants to send a transcript. The transcript request is made available electronically to the sending school's administrator, who approves the requests and uploads the transcript electronically to Docufide. Docufide then delivers the official transcript, according to the receiving institution's preference. The student receives an e-mail confirmation when the transcript is sent, and if delivered electronically, when received as well.

**16. What is the Michigan Statewide Longitudinal Data System (MSLDS)?** Michigan is building the MSLDS to meet several federal mandates and support the Governor's college attendance and completion agenda. The MSLDS will make vertical and horizontal cross-system linkages across statewide data systems including the Michigan Student Data System, transcript data and assessment data. The goal is to have the MSLDS functional by the federal September 2011 deadline. Thus, schools must be "live" with the e-Transcript service by December 2010 and sending transcript data to the state's repository in 2011 so that the state of Michigan will have the time to extract and load the data into the MSLDS and begin analyzing and reporting that data by September 2011. A P-20 Advisory Council has been created to direct data analysis and reporting within the MSLDS.

### Need more information?

Visit [www.michigan.gov/cepi](http://www.michigan.gov/cepi) for the latest information, status reports, answers to your questions and to view presentations. Contact Docufide at [Mletranscript@docufide.com](mailto:Mletranscript@docufide.com) for registration, installation and user questions. Contact [CEPI@michigan.gov](mailto:CEPI@michigan.gov) for questions pertaining to the Initiative.