

# High School Electronic Transcripts

*2016 California Transcript Workshop*

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**CALIFORNIA COLLEGE  
GUIDANCE INITIATIVE**

Systematically **increase career and college preparation** for 6<sup>th</sup>-12<sup>th</sup> grade students, and **facilitate smooth transitions** from K-12 to higher education, so that students start post-secondary positioned to succeed.

# Our Two Big Goals

## Goal #1

All high school seniors graduate with a thoughtful and well-informed post-secondary plan

## Goal #2

Capture data from K-12 and use it to address persistent pain points in the student success pipeline

# Our Approach

Build 21<sup>st</sup> century web  
and mobile tools for college and career  
planning that are articulated with  
and endorsed by higher education systems.

Form K-12 partnerships to support adoption  
and integration of those tools into classrooms  
and counseling programs

# Our Tools

## CaliforniaColleges.edu

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- ▶ A one-stop informational resource for students considering their postsecondary options.
- ▶ Explore colleges, careers, majors, financial aid options, and more.

## Solutions

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- ▶ Free online portal with lesson plans, video tutorials, guides, and much more.

## Professional Center

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- ▶ The educator-facing portal of CaliforniaColleges.edu.
- ▶ Manage your students' college and career planning activities and outcomes.

## College Guide mobile app

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- ▶ For 10<sup>th</sup>-12<sup>th</sup> grade students, their parents, and counselors, using Android and Apple devices.
- ▶ Navigate and track goals related to college and financial aid planning.

Most CCGI tools and resources are available to any student, family, and educator for free.

# What is the electronic transcript?

Digital version of student transcript data that can be transmitted electronically as a secure and reliable way to deliver high school transcripts to higher education institutions.

# What are the transcript formats?

Transcripts are available in **PDF** format for high schools and CSU campuses. Additionally, some CSU campuses can receive the data in **EDI** format. This flexibility allows for easy integration with Higher Education Enrollment Management Systems.

# Why did we create this functionality?

CCGI created an electronic transcript in order to facilitate smoother transmission of student data.

Students go to a **single location to request, transmit and track** their transcript requests

District personnel go to a **single location to process, track and manage** student transcript requests

Transmission of electronic transcripts to the CSU (and, eventually, other institutions) to **streamline and accelerate the admissions process**

# What are the benefits?

Transcript requests can be made quicker and CSU can receive more accurate data.

## Students

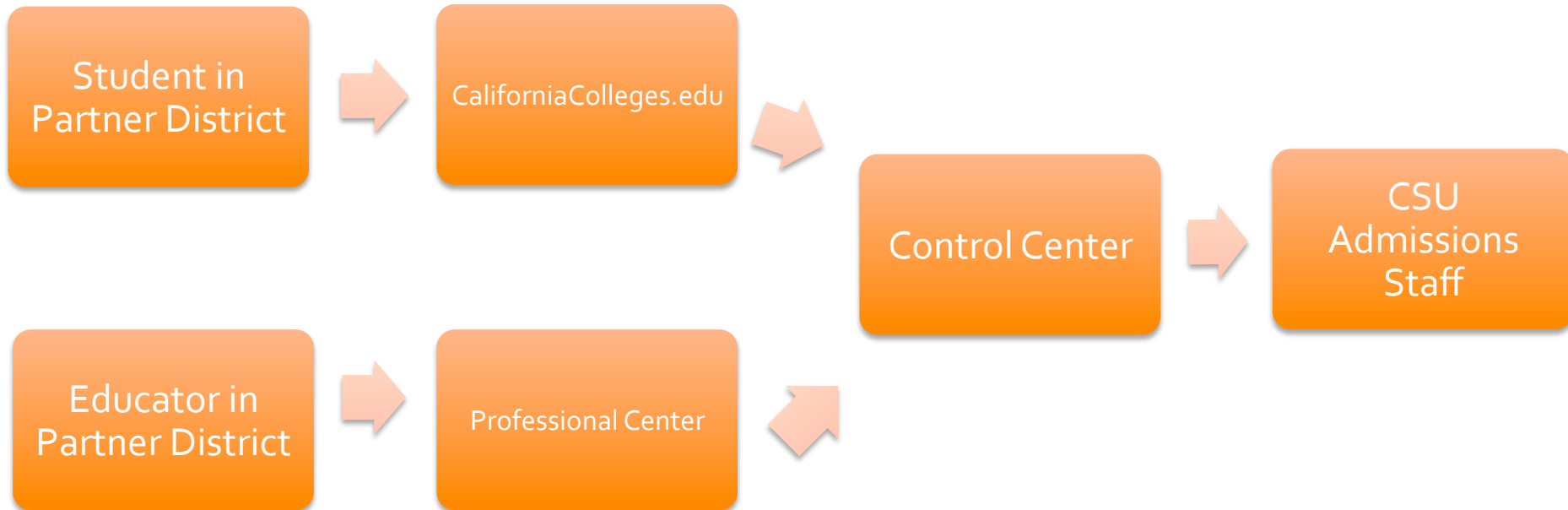
- ▶ Online Fulfillment
  - ▶ Transcript request anytime
  - ▶ Single location for CSU application process
- ▶ Status Tracking
  - ▶ Students can view the status of their request from: New Request > Transcript Released > Transcript Delivered OR Transcript Rejected.
  - ▶ Historical requests are also tracked for future reference
- ▶ Historical Student Data Availability
  - ▶ Past or present students have the ability to request their transcripts
  - ▶ Student data is safe and secure with data encryption

## High School + CSU Educators

- ▶ Web-based, Secure Solution
  - ▶ Cost savings
  - ▶ Increased productivity and efficiency
- ▶ Seamless Data Integration
  - ▶ Improved data accuracy pulled directly from the district's SIS
  - ▶ Streamlined implementation
  - ▶ Potential for automated transcript evaluation
- ▶ Automated E-mail Notifications
  - ▶ Professionals are notified of every step of their request
  - ▶ Transcript requests are proactively tracked.

# Process Flow

## Student and Educator Perspective



# Initiation Scenarios

There are **two scenarios** for initiating the transmission of a transcript to the CSU.

**Students initiate a request** via their account on CaliforniaColleges.edu and it is sent to educator on Professional Center.

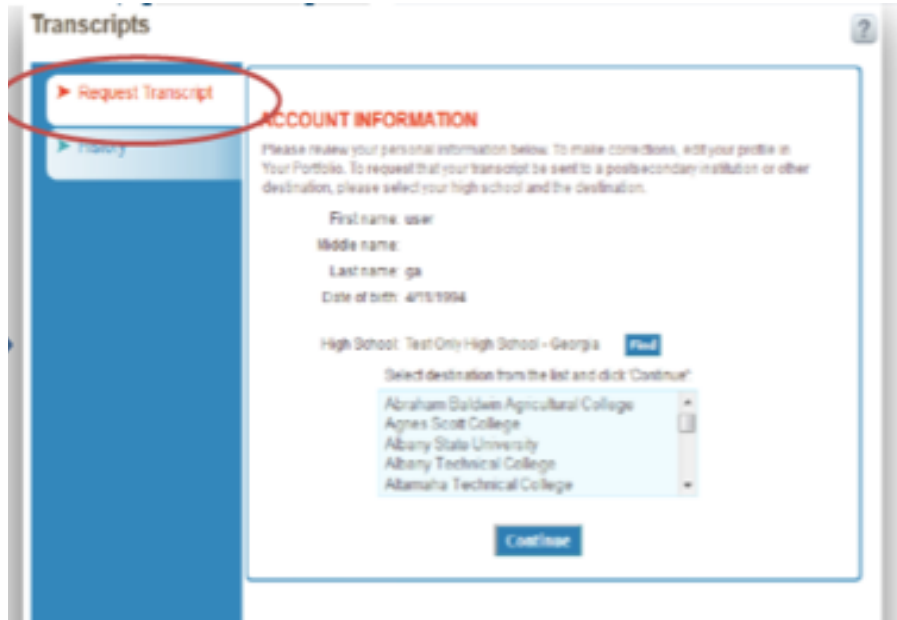
From the Professional Center, **educators release and send** student transcripts without a student initiating the request from CaliforniaColleges.edu.

# Student Initiated Request

# Student Process via CaliforniaColleges.edu

## Request Transcript

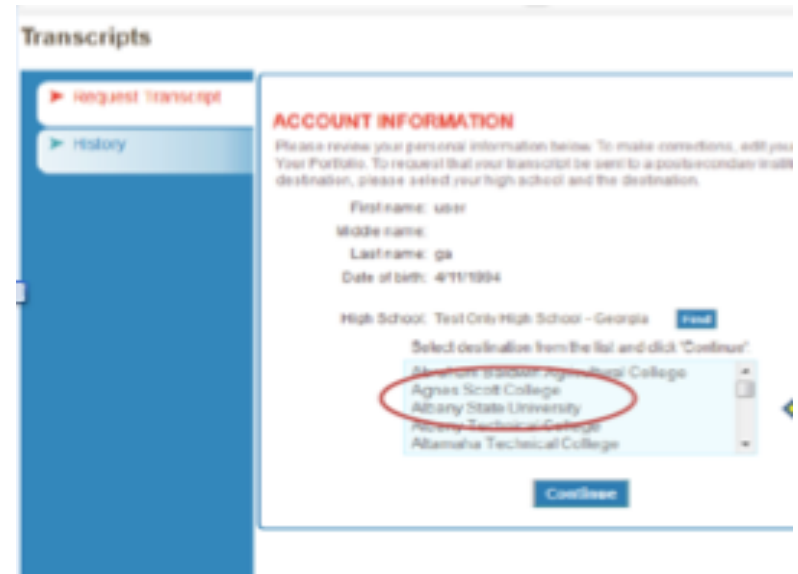
From **College Planning** tab, student clicks on **Applications & Transcripts**. Seniors who have mid-year or final transcripts can place requests.



The screenshot shows the 'Transcripts' page with a sidebar on the left containing a 'Request Transcript' button circled in red. The main content area is titled 'ACCOUNT INFORMATION' and contains the following text: 'Please review your personal information below. To make corrections, edit your profile in Your Portfolio. To request that your transcript be sent to a postsecondary institution or other destination, please select your high school and the destination.' Below this text are fields for 'First name: user', 'Middle name:', 'Last name: ga', and 'Date of birth: 4/15/1994'. There is a 'Find' button next to the 'High School: Test Only High School - Georgia' field. Below the high school field is a dropdown menu with the text 'Select destination from the list and click "Continue"'. The dropdown menu is open, showing a list of destinations: 'Abraham Baldwin Agricultural College', 'Agnes Scott College', 'Albany State University', 'Albany Technical College', and 'Alabama Technical College'. A 'Continue' button is at the bottom of the form.

## Select Destination

Student selects a **single CSU campus** for transcript to be sent.



The screenshot shows the 'Transcripts' page with a sidebar on the left containing a 'Request Transcript' button. The main content area is titled 'ACCOUNT INFORMATION' and contains the same text as the previous screenshot. Below the high school field is a dropdown menu with the text 'Select destination from the list and click "Continue"'. The dropdown menu is open, showing a list of destinations: 'Abraham Baldwin Agricultural College', 'Agnes Scott College', 'Albany State University', 'Albany Technical College', and 'Alabama Technical College'. The 'Agnes Scott College' option is circled in red. A 'Continue' button is at the bottom of the form.

# Student Process from CaliforniaColleges.edu

## View Confirmation

Student will see a confirmation of actions taken, including a **confirmation number**.

**Transcripts** ?

► Request Transcript

► History

Your transcript request has been submitted. Please contact your counselor if any of your requests have not been approved within five days. Click on [Request Transcript](#) to request another transcript or click on [History](#) to view the status of all your requests.

Student Information	
Student name:	ga, user
Date of Birth:	4/11/1994
Current status:	New Request on 8/21/2013 5:25 PM
Confirmation #:	10480939

Routing Information	
From High School:	TEST ONLY HIGH SCHOOL - GA
Recipient:	Albany Technical College
Delivery Method:	Xap National Transcript Exchange

Note: All times displayed in Pacific time zone.

## Track Status + History

Student will see list of transcript requests along with one of four statuses: **New Request, Transcript Released, Transcript Delivered, Transcript Rejected**.

**Transcripts** ?

► Request Transcript

► History

When your counselor approves delivery of your transcript, the current status changes to "Transcript Awaiting Delivery" or "Transcript Released". Please contact your counselor if any of your requests have not been approved within five days. You will receive an e-mail notification whenever the status of your transcript request changes.

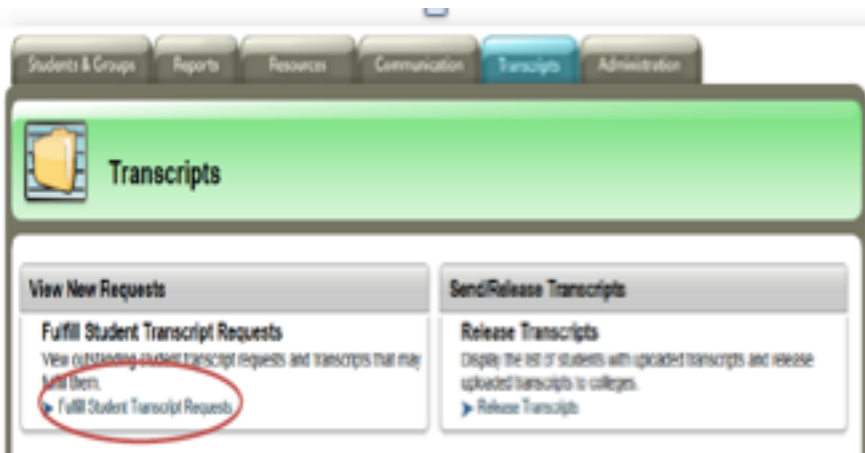
Recipient	Date Requested	Current Status	View Details
Albany Technical College	8/21/2013 5:25 PM	New Request on 8/21/2013	
Albany State University	8/21/2013 5:22 PM	New Request on 8/21/2013	
Andrew College	6/26/2012 4:57 PM	New Request on 6/26/2012	

Note: All times displayed in Pacific time zone.

# From the Professional Center

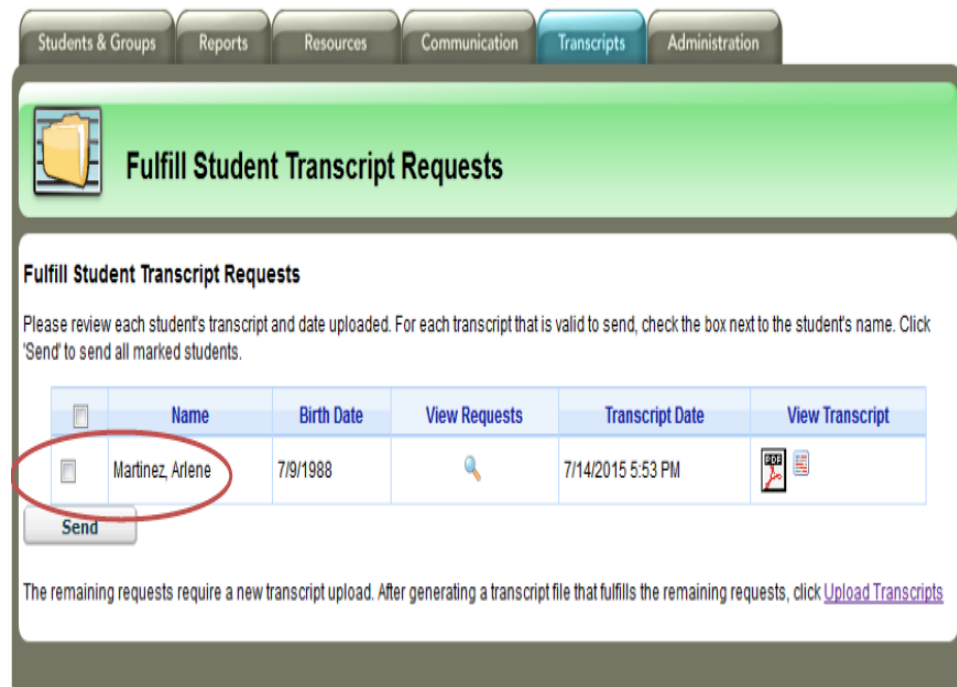
## Go to Pro Center

From the **Transcripts** tab in the Professional Center registrars select **Fulfill Student Transcript Requests**.



## Send Transcript

Registrars **review** and **verify** the accuracy of the requested transcripts and then can send them individually or by batch.



[Privacy policy](#) | [Terms of use](#)

# **Educator Initiated Process**

# From the Professional Center

## Go to Pro Center

From the **Transcripts** tab in the Professional Center registrars select **Release Transcripts**.

## Find Student Transcript

Student transcripts can then be **filtered** and **selected** to be transmitted to the CSU.

The screenshot shows the 'Transcripts' tab selected in the top navigation bar. The main content area is divided into several sections:

- View New Requests**: Contains 'Fulfill Student Transcript Requests' with a description and a link to 'Fulfill Student Transcript Requests'.
- Send/Release Transcripts**: Contains 'Release Transcripts' with a description and a link to 'Release Transcripts', which is circled in red.
- Upload Transcripts**: Contains 'Upload Transcripts' with a description and a link to 'Upload Transcripts', and 'Upload History Log' with a description and a link to 'View History Log'.
- Extras**: Contains 'Preferences' with a description and a link to 'Account Preferences', and 'Download Extract Software' with a description and a link to 'Download Extract'.

At the bottom, there are links for 'Privacy policy' and 'Terms of use'.

The screenshot shows the 'Release Transcripts' interface. It includes a 'Filter then Select Transcripts' section with search criteria and a 'Refresh List' button. Below this is a table of transcripts matching the criteria.

Filter then Select Transcripts

Set filtering criteria then click "Refresh List" to view transcripts matching your chosen criteria.

Grade Level: All Grades Last Name: Brown Refresh List

Student ID: First Name: Birth Date: mm/dd/yyyy Groups:

Select from the list below the transcripts you would like to release by marking their corresponding check box. Those without checkboxes are either incomplete, work-in-progress, or not high school seniors. (This is placeholder text and will be replaced by Content Team.)

9 transcripts match the chosen criteria. 1 2 Items per page: 20

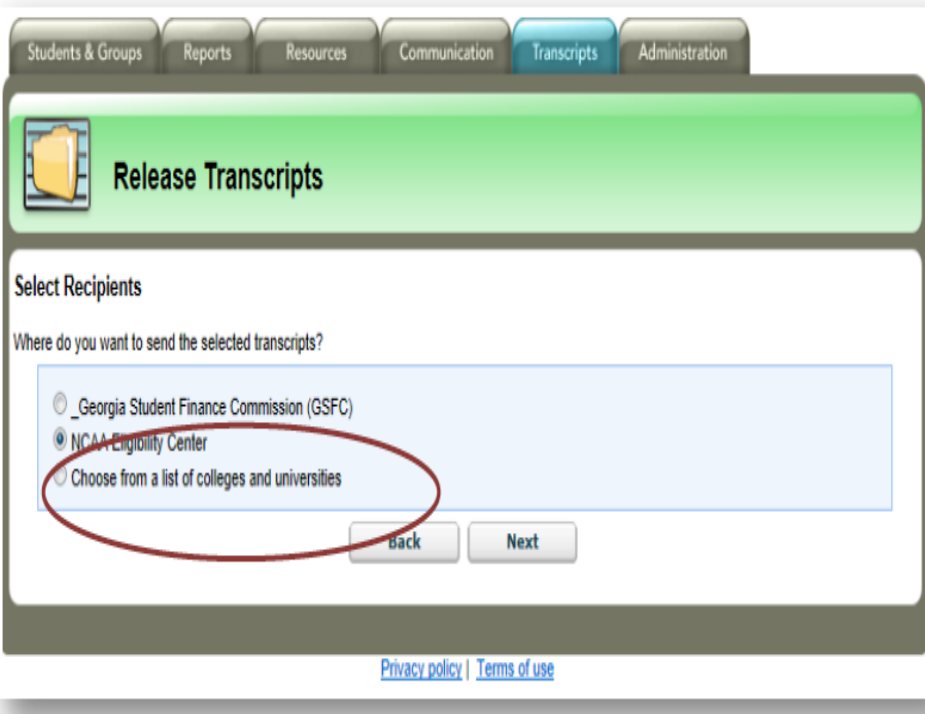
<input type="checkbox"/>	Student ID	Last Name	First Name	Birth Date	Transcript Status	View Transcript
<input type="checkbox"/>	000001342	Brown	Rebecca	12/03/1999	FINAL	
<input type="checkbox"/>	000001453	Brown	Scott	06/16/2001	Mid-Year	
<input type="checkbox"/>	000001722	Brown	Jeanette	04/21/2002	Current Term	
<input type="checkbox"/>	000001541	Brown	Kenneth	11/18/2001	Mid-Year	
<input type="checkbox"/>	0000022134	Brown	Carolina	01/06/2003	End of Term	
<input type="checkbox"/>	000001298	Brown	William	08/22/1999	FINAL	
<input type="checkbox"/>	0000010277	Brown	Shannon	03/16/2000	FINAL	
<input type="checkbox"/>	0000011003	Brown	Peter	05/02/2001	Mid-Year	
<input type="checkbox"/>	000002047	Brown	Marcus	02/23/2002	Current Term	

Next

# From the Professional Center

## Select Recipient Type

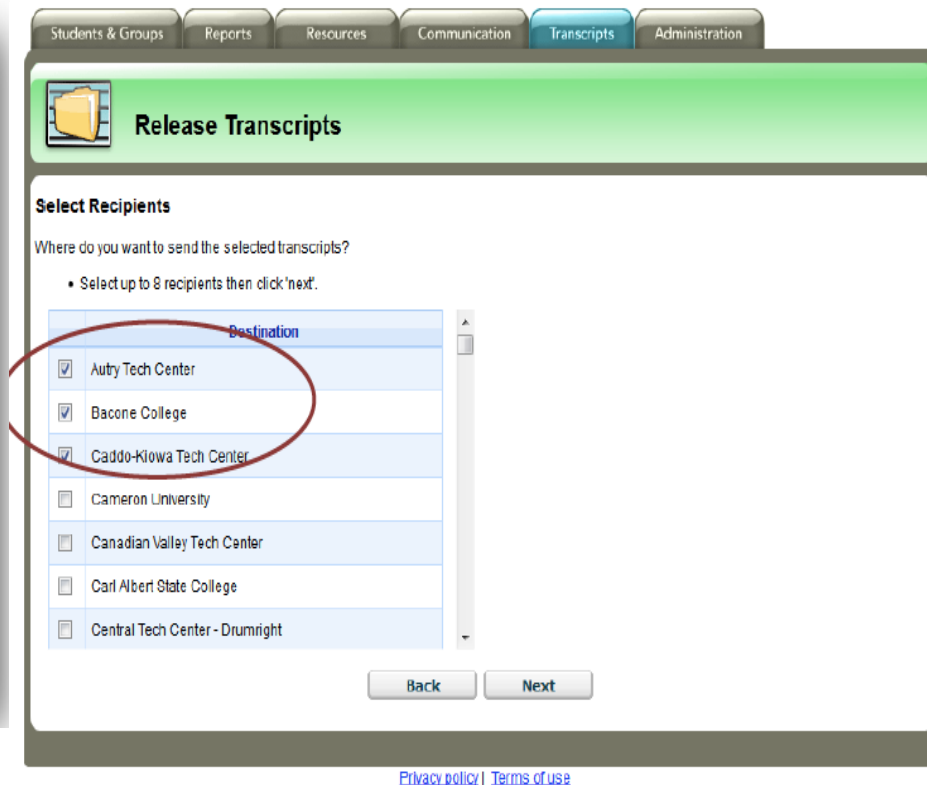
A selection for the **CSU** will be available under **Select Recipients**.



The screenshot shows the 'Release Transcripts' interface with a navigation bar at the top containing 'Students & Groups', 'Reports', 'Resources', 'Communication', 'Transcripts', and 'Administration'. The 'Transcripts' tab is active. Below the navigation bar is a green header with a folder icon and the text 'Release Transcripts'. The main section is titled 'Select Recipients' and asks 'Where do you want to send the selected transcripts?'. There are three radio button options: '\_Georgia Student Finance Commission (GSFC)', 'NCAA Eligibility Center', and 'Choose from a list of colleges and universities'. The third option is circled in red. At the bottom of the form are 'Back' and 'Next' buttons, and a link for 'Privacy policy | Terms of use'.

## Select CSU Campus

Send the transcripts to **as many as 8 CSU campuses** at a time.



The screenshot shows the 'Release Transcripts' interface with a navigation bar at the top containing 'Students & Groups', 'Reports', 'Resources', 'Communication', 'Transcripts', and 'Administration'. The 'Transcripts' tab is active. Below the navigation bar is a green header with a folder icon and the text 'Release Transcripts'. The main section is titled 'Select Recipients' and asks 'Where do you want to send the selected transcripts?'. There is a bullet point: 'Select up to 8 recipients then click next.'. Below this is a table with a 'Destination' column circled in red. The table lists several campuses with checkboxes. At the bottom of the form are 'Back' and 'Next' buttons, and a link for 'Privacy policy | Terms of use'.

	Destination
<input checked="" type="checkbox"/>	Autry Tech Center
<input checked="" type="checkbox"/>	Bacone College
<input checked="" type="checkbox"/>	Caddo-Kiowa Tech Center
<input type="checkbox"/>	Cameron University
<input type="checkbox"/>	Canadian Valley Tech Center
<input type="checkbox"/>	Carl Albert State College
<input type="checkbox"/>	Central Tech Center - Drumright

# From the Professional Center

## Send Transcript

A list of the **selected student transcripts** will appear next to the campuses that will receive them.

**Release Transcripts**

**Confirm and Send Transcripts to Recipient(s)**

- Click Back if you want to change your selections.
- Once you've reviewed your selection, click Send Transcripts.

**These transcripts will be sent:**

Name	Birth Date
Bass, Craig	1/1/1996

**To the following recipient(s):**

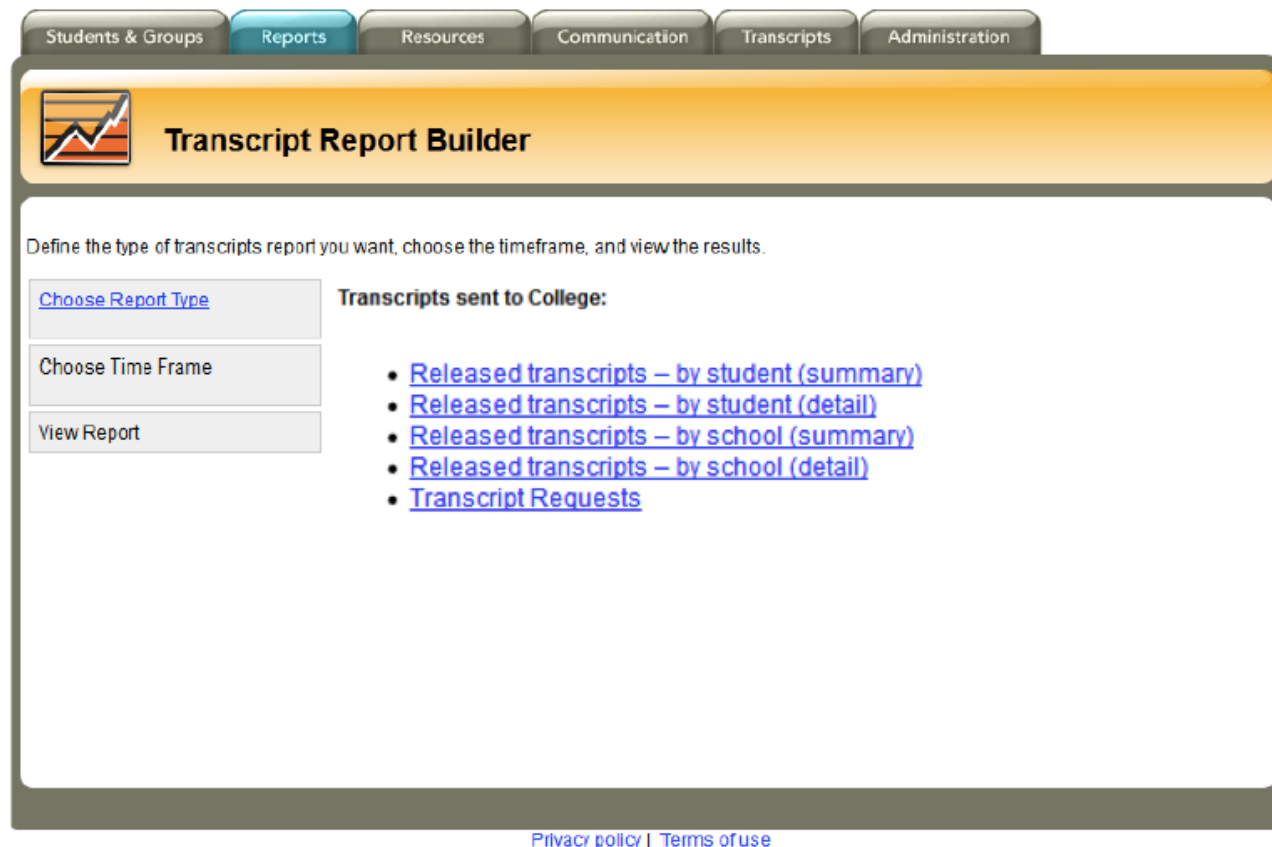
Destination
NCAA Eligibility Center

[Back](#) [Send Transcripts](#)

# Professional Center Reports


# Transcript Reports

Several reports are available under the **Reports tab** in the Professional Center,



The screenshot shows a web application interface for the 'Transcript Report Builder'. At the top, there is a navigation bar with tabs: 'Students & Groups', 'Reports' (highlighted in blue), 'Resources', 'Communication', 'Transcripts', and 'Administration'. Below the navigation bar is a header section with a line graph icon and the title 'Transcript Report Builder'. The main content area contains the instruction: 'Define the type of transcripts report you want, choose the timeframe, and view the results.' On the left side, there are three buttons: 'Choose Report Type', 'Choose Time Frame', and 'View Report'. On the right side, under the heading 'Transcripts sent to College:', there is a bulleted list of report options: 'Released transcripts – by student (summary)', 'Released transcripts – by student (detail)', 'Released transcripts – by school (summary)', 'Released transcripts – by school (detail)', and 'Transcript Requests'. At the bottom of the interface, there are links for 'Privacy policy' and 'Terms of use'.

Students & Groups Reports Resources Communication Transcripts Administration

 **Transcript Report Builder**

Define the type of transcripts report you want, choose the timeframe, and view the results.

[Choose Report Type](#)

Choose Time Frame

View Report

**Transcripts sent to College:**

- [Released transcripts – by student \(summary\)](#)
- [Released transcripts – by student \(detail\)](#)
- [Released transcripts – by school \(summary\)](#)
- [Released transcripts – by school \(detail\)](#)
- [Transcript Requests](#)

[Privacy policy](#) | [Terms of use](#)

# Next Steps

CCGI will work directly with pilot high schools to use this new functionality in spring 2016.

- ▶ Train registrars, counselors, and/or other educators to use the tool
- ▶ Provide lists of students that applied to the pilot CSU campus(es)
- ▶ Offer ongoing and personalized support
- ▶ Facilitate communication with the pilot CSU campus(es) as needed

# Contact Us

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# Start the Discussion...

How would this functionality be helpful for:

- New CCC students
- New CSU students
- Registrars
- Evaluators
- Admissions staff

How does your college handle incoming HS transcripts?

Do you expect recent statewide efforts such new emphasis on dual enrollment to change how you handle HS transcripts?

What challenges to students face now?