Update from CEPI Regarding Information Populated on the e-Transcript   ✕

From: CEPI <CEPI@govsubscriptions.michigan.gov>

Subject: Update from CEPI Regarding Information Populated on the e-Transcript

Center for Educational Performance and Information

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The Center for Educational Performance and Information (CEPI) provides Michigan school districts with an electronic transcript service through Parchment at no cost. This e-Transcript service provides many benefits to high schools from saving time and money in transcript processing to enabling a simple and highly secure request process for students. This service also ensures that the transcript information you are providing directly to colleges is accurate and inclusive of the student Unique Identification Code – enabling CEPI to provide postsecondary outcome information back to you.

Pursuant to the *Michigan Compiled Laws (MCL) 380.1279g (4),* a school district or public school academy that operates a high school shall include the following on the pupil's high school transcript:

1. The pupil's scaled score on each subject area component of the examination.
2. The number of school days the pupil was in attendance at school each school year during high school and the total number of school days in session for each of those school years.

If your school district utilizes the Parchment e-Transcript service and you have not yet modified your transcript to comply with this law you may take the following actions to modify the electronic transcript:

- Submit a ticket to Parchment Help Center **by August 1, 2016** requesting a change to your e-Transcript template
  - Parchment support team will ask you to send a sample of the updated transcript to the print driver
- Send the updated transcript to the print driver **within 24 hours** of the request from Parchment
  - Parchment will begin to build the new template
- Parchment will notify you when the new template is ready.

The process may take up to three weeks after the ticket is submitted to Parchment Help Center. We hope this information is helpful in ensuring your ability to comply with this legislation using the complimentary e-Transcript service from CEPI. If you have any questions, please send an e-mail message to CEPI customer support at CEPI@michigan.gov or call 517-335-0505, x3. Please provide your name, telephone number (including area code and extension) and school name along with your message.

Thank you,

CEPI

Education matters. Discover what's working in Michigan at www.mischooldata.org.