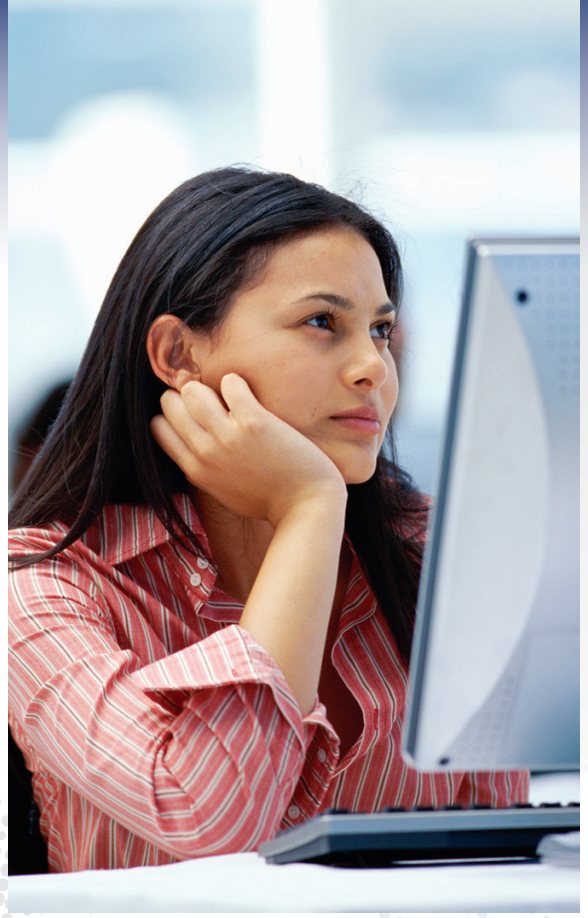

# Where can I learn more?

## For more information:

- Contact the Business Analyst at OPI, Joe Hamilton, by phone at 406-444-0475 or via email at Jhamilton@mt.gov

MONTANA e transcript

## For comments or questions regarding the Montana E-Transcript Initiative contact:


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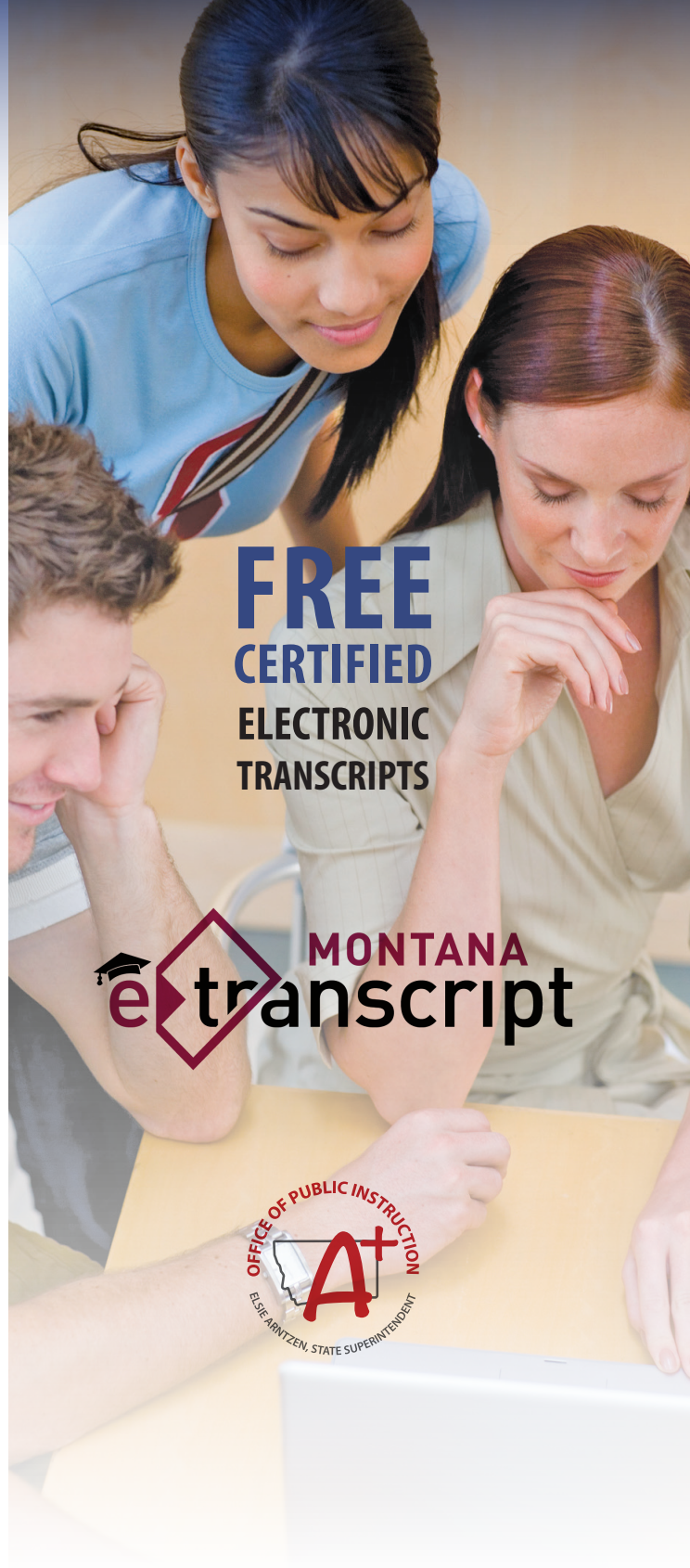

# FREE CERTIFIED ELECTRONIC TRANSCRIPTS

MONTANA e transcript

OFFICE OF PUBLIC INSTRUCTION
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# Montana E-Transcripts

**As part of the OPI's Data Project, the Montana E-Transcript Initiative establishes data linkages between K12 Education and post-secondary partners.**

**Not only will students be able to send free transcripts, the data linkages will be used to aid high schools and colleges in a number of ways, including augmenting remediation and college readiness data.**

## Step 1: The OPI's Data Transport System

### What is it?

- Web portal for submission of student transcript data into a secure database by participating schools and districts.

### What data is submitted?

- Demographic, course, and assessment data required for the Montana standard transcript as approved by the Board of Public Education in 2013.

### How is the data submitted?

- Schools can choose to upload a batch file, to manually enter data online, or both.
- Transcript Data Extracts are available in the following School Information Systems: Infinite Campus, Powerschool, and Schoolmaster.

## Step 2: Montana E-Transcript Initiative via Parchment.Com

### What is it?

- Montana E-Transcript Initiative is the transcript portion of the Data Project.
- Parchment.com has been selected to manage the transcript ordering and fulfillment process.

### How does it work?

- Data flows from the Data Transport System to Parchment.com via an API set up by the OPI.
- Current Montana high school students may request their free, certified electronic transcripts by accessing Parchment.com.
- Schools retain authority over transcript requests and can approve or hold requests.
- Transcripts are free to the student for up to two years following graduation and available for a nominal fee after that.
- Students can request their transcripts be sent directly to any college, university, or other organization that may require transcripts.
- Project funds subsidize transcript fees for eligible students through December, 2018.

### When will it become available?

- Schools and Districts began using the system in September 2015.
- Onboarding and Training in the Data Transport and the Parchment systems is ongoing. Contact Joe Hamilton, Business Analyst at 406-444-0475 or Jhamilton@mt.gov to get started.

## Step 3: Data Collection and Reports

### What will the OPI and schools do with the data?

- Create reports for analysis:
  - Remediation
  - Retention
  - Readiness
- Use student achievement information to inform policies and practices that improve student access and achievement.
- Review course progression in various disciplines across the state.
- And more!

### What can schools and districts do now?

- Designate a primary contact for each portion of the E-Transcript initiative:
  - One person for data submission to the Data Transport System.
  - One person for fulfilling transcript orders.