

Using Parchment for Electronic Transcripts

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Docufide/Parchment History

- ◆ District 219 began using Docufide in 2008-2009 at that time:
 - ◆ All students 4 free transcripts
 - ◆ Any student on free lunch all transcripts free
 - ◆ \$5/transcript after first four
 - ◆ Only some counselors used Common App online

- ◆ Changes 2010-2011
 - ◆ Transcripts now \$5 each for all students
 - ◆ Docufide introduces integration w/Common App online
 - ◆ Now all counselors use Common App online

Docufide/Parchment History Part 2

- ◆ Changes 2011
 - ◆ Docufide re-brands as Docufide by Parchment
 - ◆ Parchment improves Common App integration
 - ◆ Parchment signs an agreement with ISAC and the Midwest Consortium of Colleges so transcripts are now free to most schools in the Midwest
 - ◆ Parchment pricing changes, online transcripts now \$2.55, printed and mailed ones are \$4.80
 - ◆ Registration process now complicated
 - ◆ Many students end up requesting an “unofficial self-view of transcript that can allow 3rd party access

- ◆ Changes 2012-2013
 - ◆ Parchment adds student profile section
 - ◆ Transcript requests automatically add college to “my colleges” list in Parchment unless students uncheck a box at time of request

Implementation

- ◆ School needs to add a printer driver provided by Docufide
- ◆ Docufide's IT people worked with ours to establish the connection and printer driver
- ◆ Docufide provided online training program that was very easy to follow and understand
- ◆ Initially tech support was good & problems were attended to quickly – many fewer problems now but support not as good or easily accessible

Impact on Support Staff

On a daily basis the appointed person must:

- ◆ approve transcript requests daily by logging into Docufide
- ◆ Go into Docufide printer through student information system and upload all approved transcripts (only one transcript per student required regardless of number of transcripts requested by that student that day)
- ◆ After upload, return to Docufide and create a report to send to counselors – report will export as Excel file and is created based on the date range entered (thus, could be done daily or weekly)
- ◆ Enter requested transcripts into Naviance – NOTE: this is a completely separate step as Docufide and Naviance DO NOT COMMUNICATE

Nuts and Bolts of Parchment

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TO DO LIST (14)

DOCUMENT REQUESTS (0)

MANAGE STUDENTS

REQUEST

WEB UPLOAD

DOC REPOSITORY

REPORT

Approve Transcript Requests

The following students and alumni have placed transcript requests. Select the name link to view detailed information about the student/alumnus and the requested recipients.

Current Requests (14)

Next Grading Period Requests (4) ↶

Requests On Hold (276) ||

All Requests (293)

For each student/alumnus, select one of the following actions:

Approve

Authorize Docufide to release the transcript.

Hold

Defer processing the request. The student/alumnus will be informed of the delay via email.


Prepare Locally


Confirm you will process the request from your office.

Requests Per Page: 25 ▼

Name	Class Of	Student ID	Date of Birth	Date Requested	Actions
miller, laura View 1 destination	1974 ■		04/04/1956	09/10/2012	<input type="checkbox"/> Approve all pending requests <input type="radio"/> Hold <input type="radio"/> Prepare Locally
St John, Alexandra View 8 destinations	2013	52900	09/30/1994	10/11/2012	<input type="radio"/> Approve <input type="radio"/> Hold
Shah, Malay View 2 destinations	2013	51694	05/10/1995	10/11/2012	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Prepare Locally
Basnet, Prakriti View 1 destination	2013	51604	11/20/1994	10/11/2012	<input type="radio"/> Approve <input type="radio"/> Hold <input type="radio"/> Prepare Locally

Nuts and Bolts part 2

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Welcome to Docufide

Thank you for choosing Docufide, the leading integrated solution for sending and receiving transcripts and credentials. x

This is your homepage. As you take actions on Docufide, the graphs and charts on this page will fill with analysis of the data you generate. Whenever you come to the site, you can use this page to get a quick update.

When something needs your attention, a link will appear in the "Items Needing Attention" below.

Items Needing Attention

You have not assigned a Primary or Backup User to receive transcripts or admission documents. [Show Details »](#)

Sender

Receiver

Quick Links

[Approve Transcript Requests \(15\)](#)

[Submit Transcript Requests](#)

[View Document Repository](#)

[Search for Members](#)

[Manage Administrators](#)

[Import Student Records](#)

[View FAQ](#)

[Process Document Requests](#)

[Upload Admission Documents](#)

[View Report](#)

[Manage School Profile](#)

[Manage Sender Preferences](#)

[Contact Docufide](#)

[Download Support Documents](#)

Impact on Counselors & Teachers

◆ Counselors -

- ◆ Receive daily reports of where transcripts have been requested
-NOTE: The report does not include counselor name
- ◆ When Common App transcript is requested report only lists the Common App online – not the specific schools
- ◆ Counselors have easy access to looking up when transcripts were sent and/or received

◆ Teachers -

- ◆ No impact – they have no idea about this process

Sample Docufide Report – Individual Student Look-up

Documents Sent

Use any combination of the fields below to search for a particular student, document type, or range of documents.

Student First Name	<input type="text" value="Madeline"/>	Date Requested	<input type="text"/>		to	<input type="text"/>	
Student Last Name	<input type="text" value="Newman"/>	Date Approved	<input type="text"/>		to	<input type="text"/>	
Receiver	<input type="text"/>	Date Delivered	<input type="text"/>		to	<input type="text"/>	
DID#	<input type="text"/>	Document Status	<input type="text"/>				
Class Of	<input type="text"/>	Document Type	<input type="text"/>				

3 records match your selected search criteria. Click a column heading to re-sort the results.

	DID# Document Type	Student Name Document Information	Class Of Date Requested	Date Approved Date Delivered	Receiver Document Status
1	TR81YNK	Newman, Madeline Beth (Student)	2013	08/31/2012	Indiana University - Bloomington
	Transcript (Initial)		08/30/2012	09/04/2012	Complete: Download Confirmed
2	TRXVXCR	Newman, Madeline Beth (Student)	2013	10/09/2012	University of Wisconsin - Madison
	Transcript (Initial)		10/07/2012	10/10/2012	Complete: Download Confirmed
3	TR87OTK	Newman, Madeline Beth (Student)	2013	08/31/2012	The Common Application
	Transcript (Initial)		08/30/2012	10/09/2012	Complete: Delivered by CAO

[Export report to Excel](#)