Oklahoma State Department of Education e-Transcript Initiative

Frequently Asked Questions

What is the e-Transcript Initiative?

The Oklahoma State Department of Education (OSDE), in partnership with Parchment, will launch a new transcript service to make the request and delivery of electronic transcripts available to all districts. This service will allow educators, students and families to digitally transfer academic records among districts and postsecondary institutions at the push of a button.

What are the benefits of the e-Transcript Initiative?

- Faster and more secure admissions by allowing high schools and students to send and receive print or electronic transcripts with mobile tracking using Parchment's network of more than 85% of U.S. admissions offices
- Simplified fee processing for district records teams, alumni and third parties through online processing for any record type
- Modern, easy-to-use system for school counselors and staff
- Consistent, and streamlined and long-term access for learners to their academic records and achievements
- Shared access expanded to Career Tech, Oklahoma State Regents for Higher Education, and Oklahoma public colleges and universities.

What are the goals of the initiative?

Oklahoma is implementing Individual Career Academic Planning (ICAP) in schools statewide to prepare students for high-demand careers. To better support a seamless transition from high school to postsecondary pursuits, Oklahoma is investing in technology that will support both students and administrators. Additionally, the technology will support a seamless connection between a district's Student Information System (SIS) and Parchment, which ensures that a student's data is accurately portrayed and delivered.

What is the cost to participate?

OSDE has purchased a statewide license to make this service available at no cost to Oklahoma public high schools. Current Oklahoma students can place unlimited electronic requests at no cost. Alumni of Oklahoma public high schools can order transcripts via Parchment for a $3.95 fee per request. If students or alumni request a physical copy of their transcripts by mail, a

shipping and handling fee of $2.75 is added to the request. These fees are payable via credit/debit card at the time of the order.

How can my district sign up?

Your district can join the network by filling out this Google Form. Parchment will reach out to schedule a demonstration of the product and communicate next steps regarding signature on the OSDE/Parchment agreement. If you have questions, email Daniel Gasparino at daniel.gasparino@parchment.com.

What are the technical requirements?

In order to send transcript data to Parchment, a school district will need to send data to the Wave, the Oklahoma Statewide Student Information System (SIS).

SIS vendors will need to prepare their systems to import data from Parchment if a district wishes to participate. Districts should ensure the following list is accurately entered into the SIS:

1. Student demographic
2. Student parent/guardian contact
3. School enrollment
4. School course enrollment
5. School information
6. Course information
7. Course term information
8. District information

Where can I receive additional information and training?

For general information, visit the OSDE e-Transcript page here. For a recorded webinar on the initiative, click here. For additional training, Parchment resources are available at its YouTube page called "QuickBytes," which can be assessed here. Parchment's self-paced training tutorials after implementation can be found here.

Who is my point of contact at Parchment after we go live?

Parchment has a dedicated account executive for Oklahoma high schools. If you have questions after your implementation, contact Ben Silva at bsilva@parchment.com.

How can postsecondary institutions receive transcripts?

Parchment Receive is available at no cost for higher education institutions, including colleges and Career Tech, to receive PDF documents from high schools and colleges using Parchment. To sign up for Parchment Receive, click here.