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Presented By:

Parchment K-12

Ben Silva - K12 Customer Success Manager & Team Lead
Paul McMorrow - Sr. K12 Regional Sales Manager

5.5.26

MPAAA
MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

Today's Agenda

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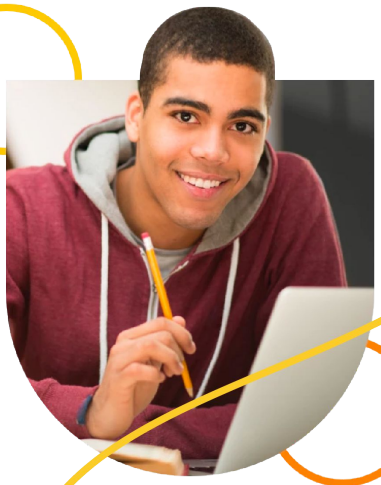
1. Michigan eTranscript Initiative
2. Student Communication
3. New Learner Dashboard & Workflows
4. New Services
5. Questions



The Michigan e-Transcript Initiative Overview

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HISTORY

- CEPI awarded Parchment with the eTranscript RFP in February of 2009

PURPOSE

- Provide Michigan Schools/Districts with ***a comprehensive records management platform for students, parents and alumni***

Benefits

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BENEFITS

- Faster and more secure admissions
- Simplified Fee Processing
- Modern, easy to use UI
- Delivery Notifications & Tracking Status
- Consistent, Streamlined, and long term access

DETAILS:

- Parchment is free for participating Michigan school districts (public, private & charter schools)
- Current Students can request free unlimited electronic transcript requests
- Alumni pay $4.65 per request (students become alumni on August 1st of graduation year)

How to Sign Up:

- Contacting Paul McMorrow
- Paul will be notified to reach out to schedule demonstration of the product and provide next steps/CEPI user agreement

Student Communication

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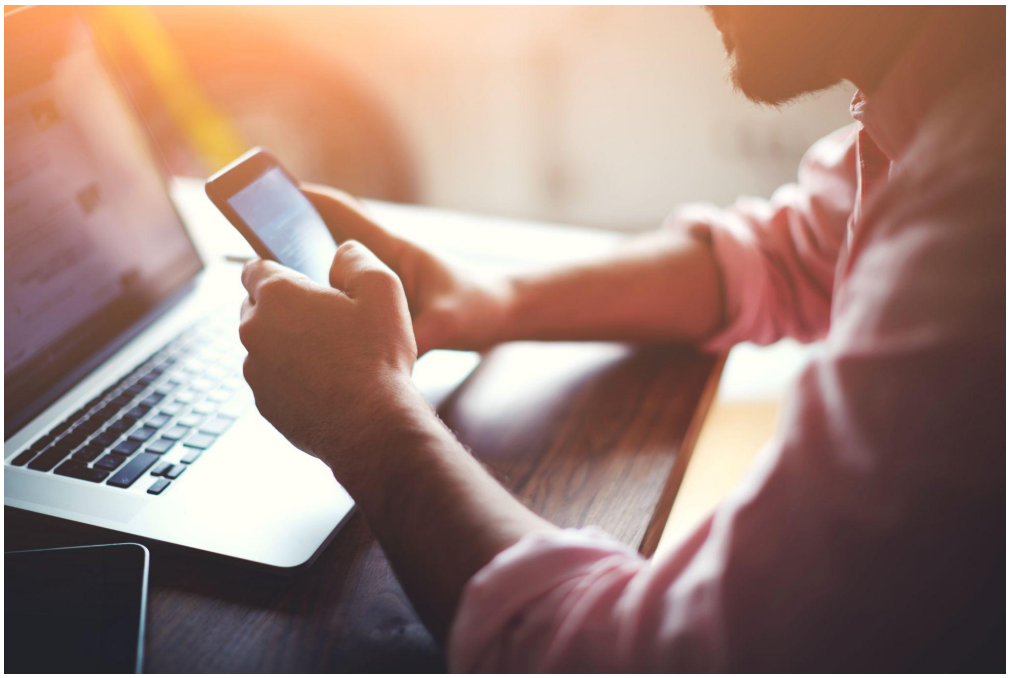
How will you communicate to your students?



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In-Person Communications

- Intercom announcements
- Students dropping by the office
- School Newsletter
- Posters/Handouts

Digital Communications

- Email
- Website
- Text Messages
- Social Media
- Web Meetings
- Email Registration Links

Student Communication

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PARCHMENT HIGH SCHOOL LINKS

Set up or log in into Parchment via the last CCPS high school attended

Carver College and Career Academy	ORDER Records For learners, parents & third parties
Chesterfield Community High School	ORDER Records For learners, parents & third parties
Clover Hill High School	ORDER Records For learners, parents & third parties
Cosby High School	ORDER Records For learners, parents & third parties
James River High School	ORDER Records For learners, parents & third parties
Lloyd C. Bird High School	ORDER Records For learners, parents & third parties
Manchester High School	ORDER Records For learners, parents & third parties
Matoaca High School	ORDER Records For learners, parents & third parties

Do your students know the process of placing a request?

Is your website updated with the information about Parchment?

Can you send email or text messages directly to your students/parents? (And if so, what will it say?)

Sample Email

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[Student Name],

As you prepare for graduation, please make sure to place your final transcript request via Parchment.

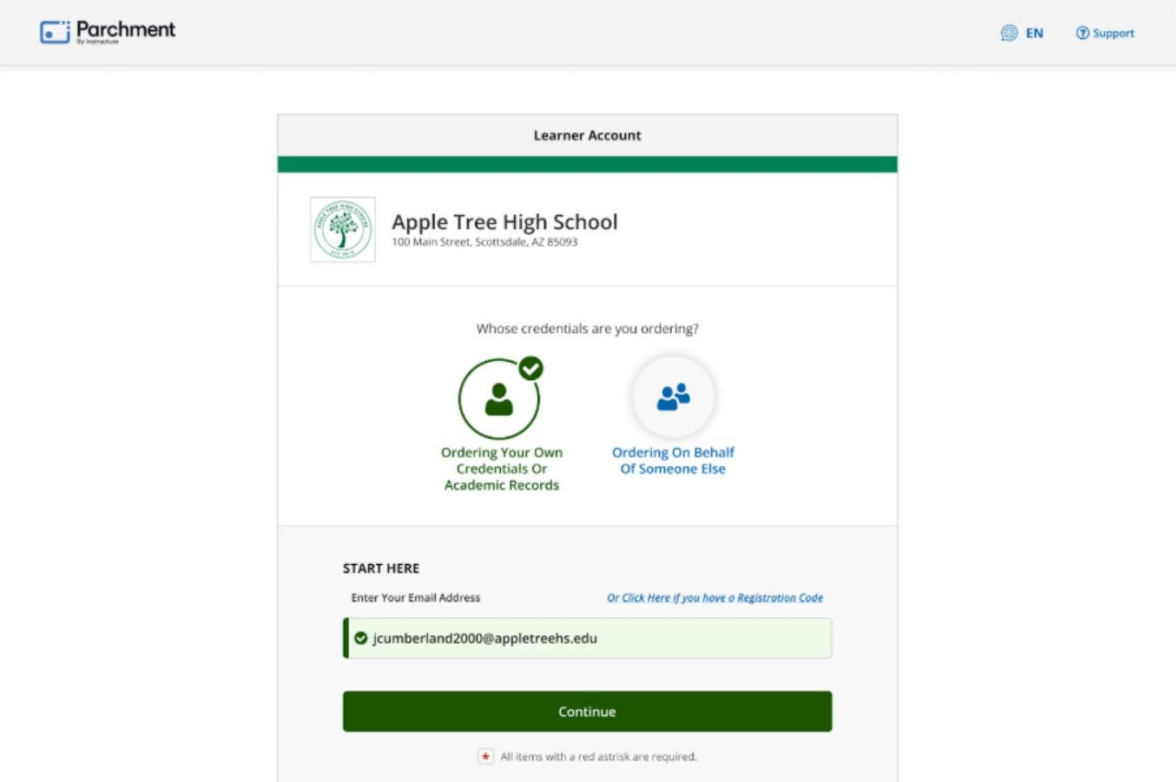
To place your request, create an account or login at the below link. When placing your request, select "Hold for Grades." We will send your final transcript when grades are posted. Complete instructions are attached.

https://www.parchment.com/u/registration/5626686/account

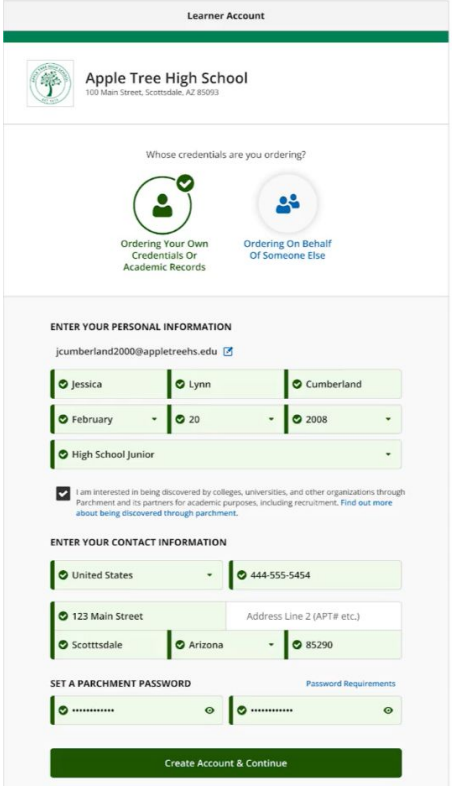
- *Your Favorite Counselor*

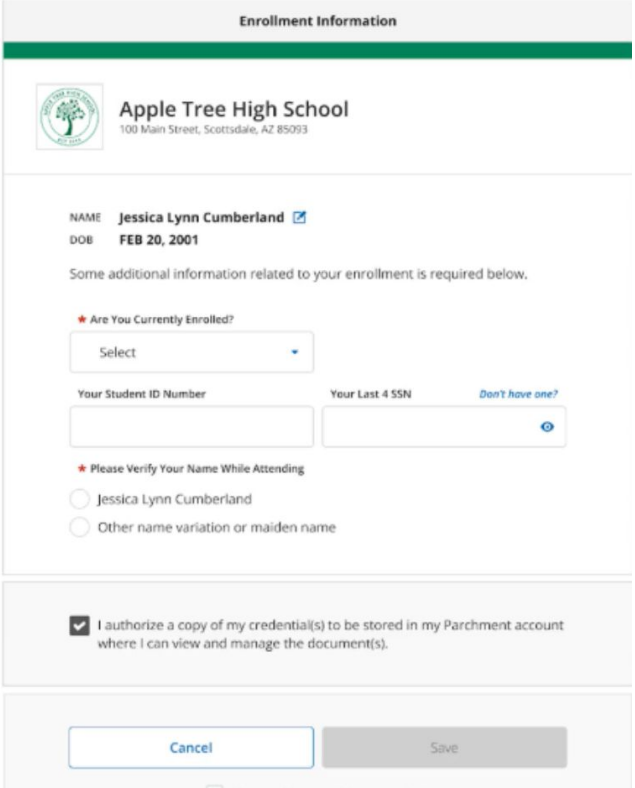
New Learner Dashboard Experience

Storefront - Student Login to Existing Account

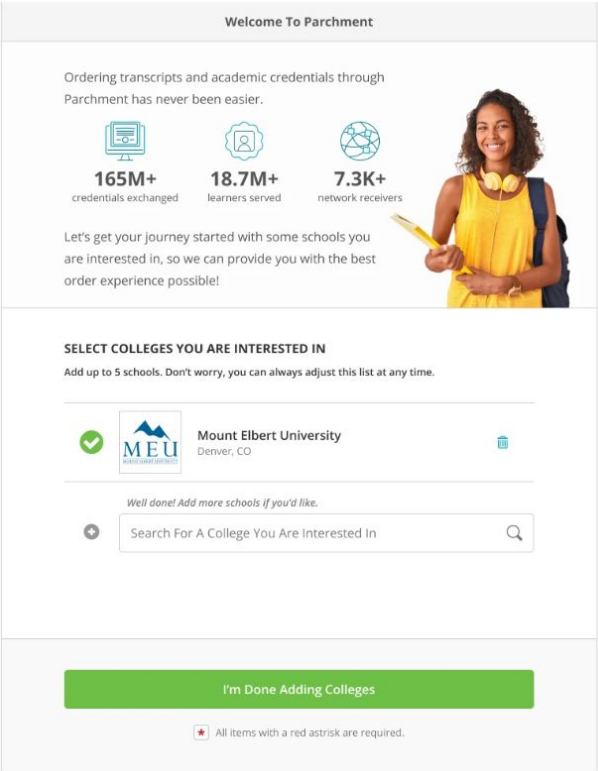


Storefront - Student Creating Login





Storefront



Storefront

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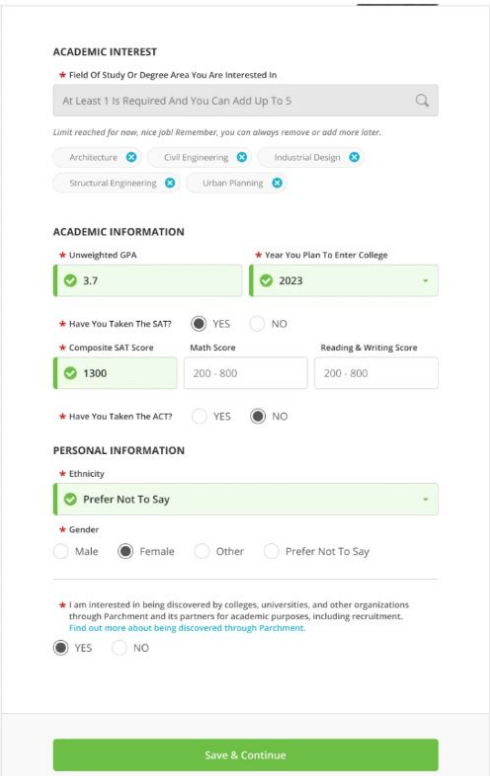

Student Dashboard

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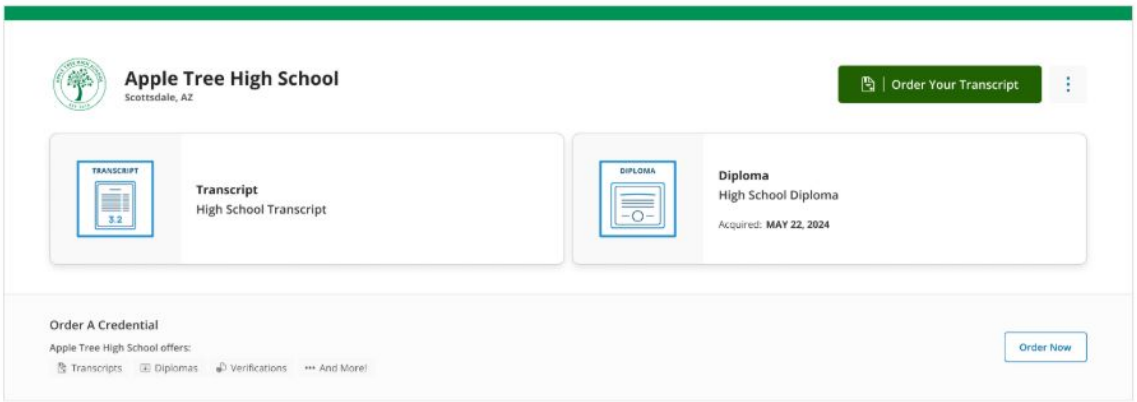
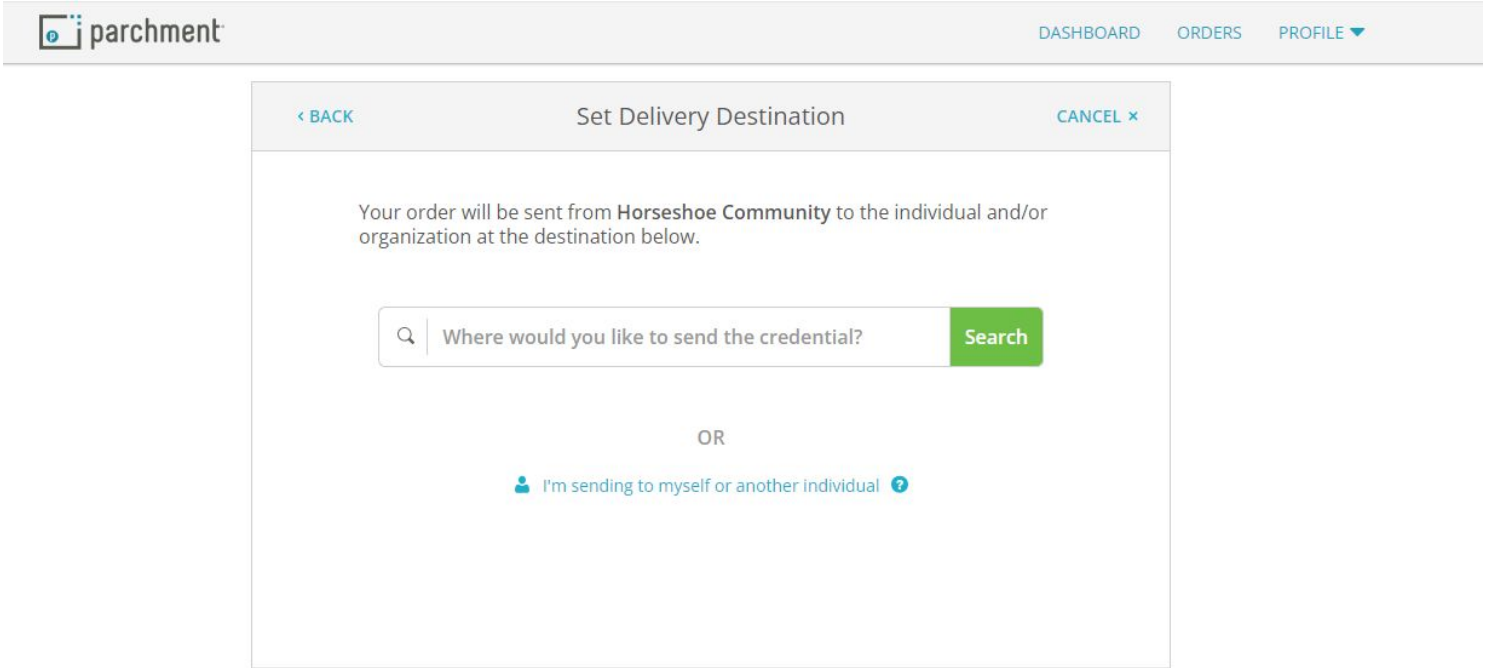
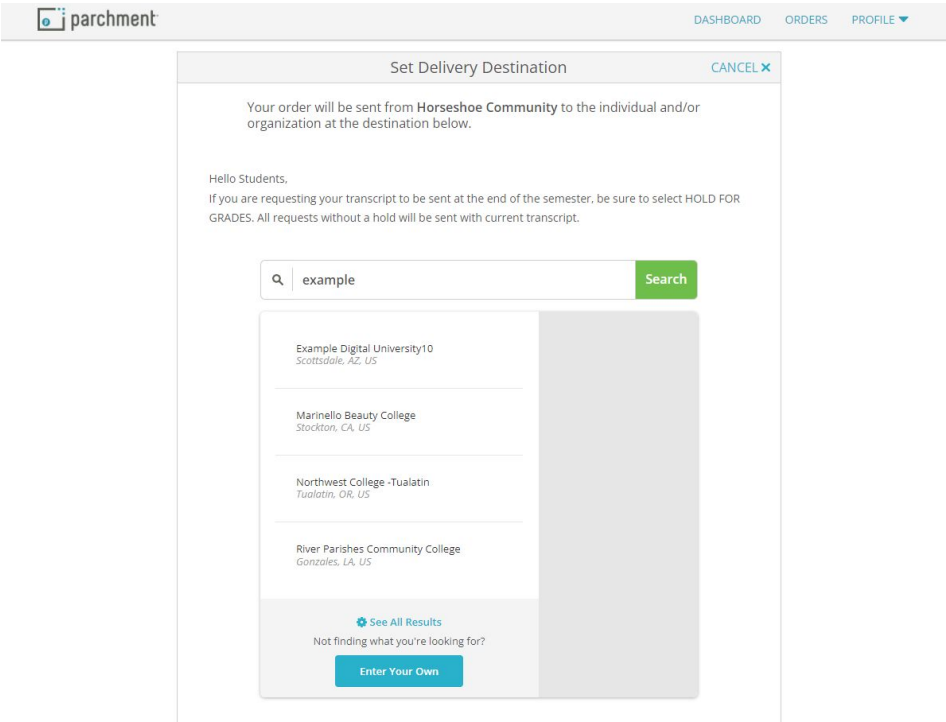


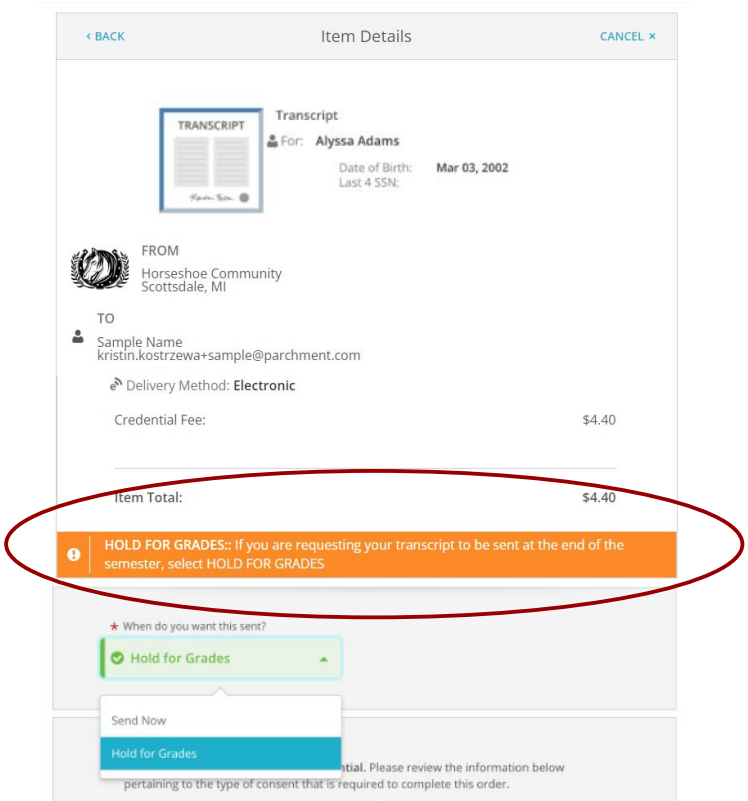
Messagining



Delivery Destination



Hold for Grades



Hold for Grades

1. Students must select the “HOLD FOR GRADES” option when placing their final transcript request.
2. You, the Parchment Administrator, must confirm the posting of grades in your Parchment Account, then upload the batch of transcripts.

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Administrator Experience

On Hold

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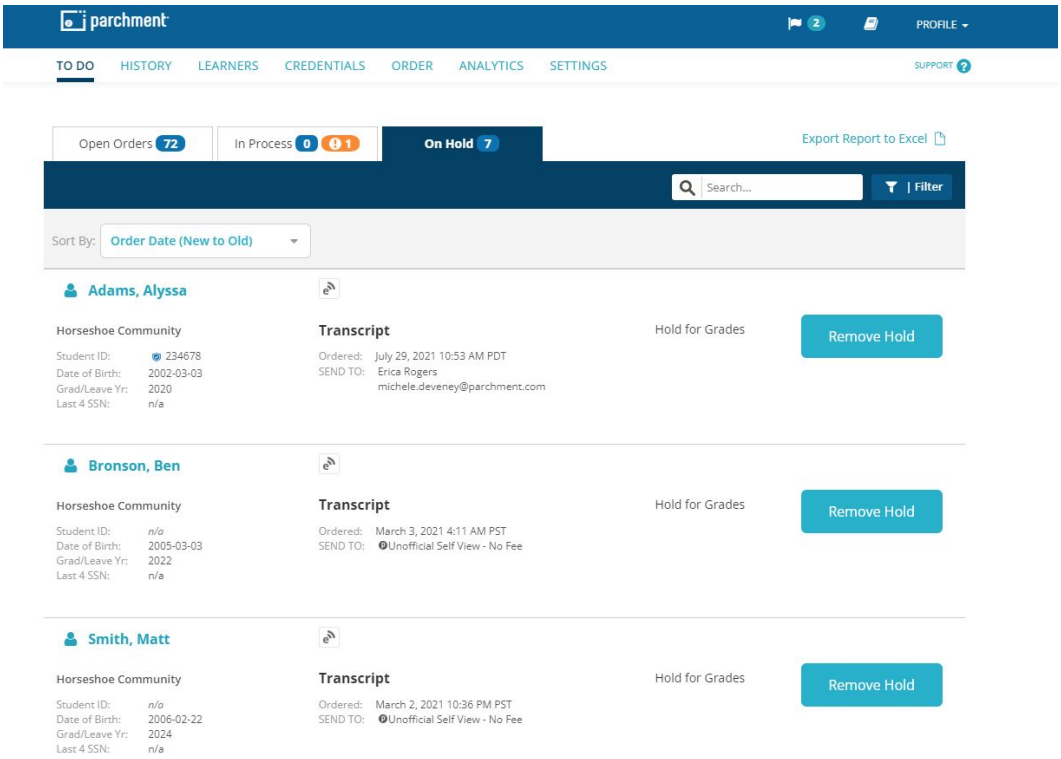
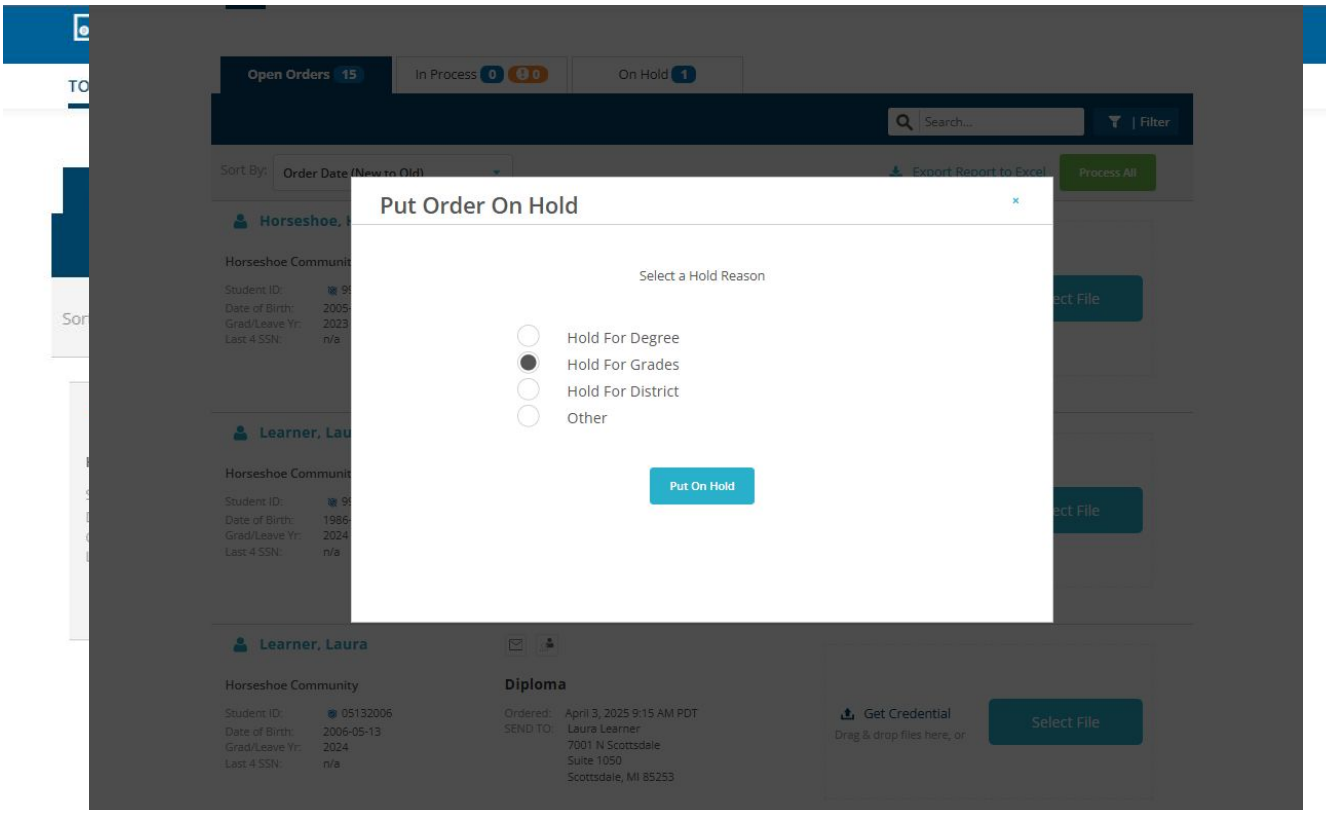
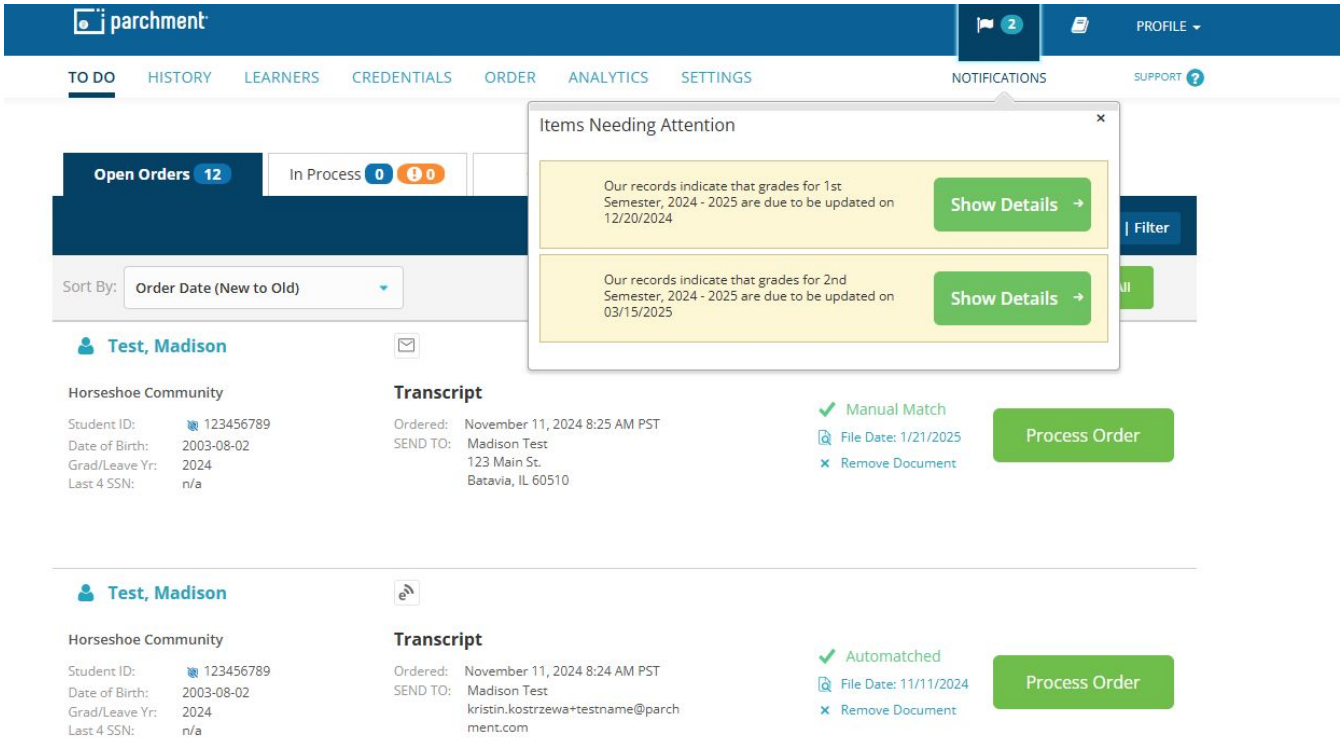


Manually Adding a Hold



How to Confirm Grades have Posted



How to Confirm Grades Have Posted

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1 PROFILE

TO DO HISTORY LEARNERS CREDENTIALS ORDER ANALYTICS SETTINGS NOTIFICATIONS SUPPORT

Items Needing Attention

Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025

Show Details

Open Orders 12 In Process 0 0 | Filter

Sort By: Order Date (New to Old) Export Report to Excel Process All

Test, Madison

Horseshoe Community

Student ID: 123456789
Date of Birth: 2003-08-02
Grad/Leave Yr: 2024
Last 4 SSN: n/a

Transcript

Ordered: November 11, 2024 8:25 AM PST
SEND TO: Madison Test
123 Main St.
Batavia, IL 60510

Manual Match
File Date: 1/21/2025
Remove Document

Process Order

Test, Madison

Horseshoe Community

Student ID: 123456789
Date of Birth: 2003-08-02
Grad/Leave Yr: 2024
Last 4 SSN: n/a

Transcript

Ordered: November 11, 2024 8:24 AM PST
SEND TO: Madison Test
kristin.kostrzewa+testname@parchment.com

Automatched
File Date: 11/11/2024
Remove Document

Process Order

How to Confirm Grades Have Posted

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parchment

1 PROFILE

TO DO HISTORY LEARNERS CREDENTIALS ORDER ANALYTICS SETTINGS NOTIFICATIONS SUPPORT

Items Needing Attention

Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025
Please confirm that grades were posted, or update the expected posting date.

Open Orders 12 In Process 0 0 | Filter

Sort By: Order Date (New to Old) Export Report to Excel Process All

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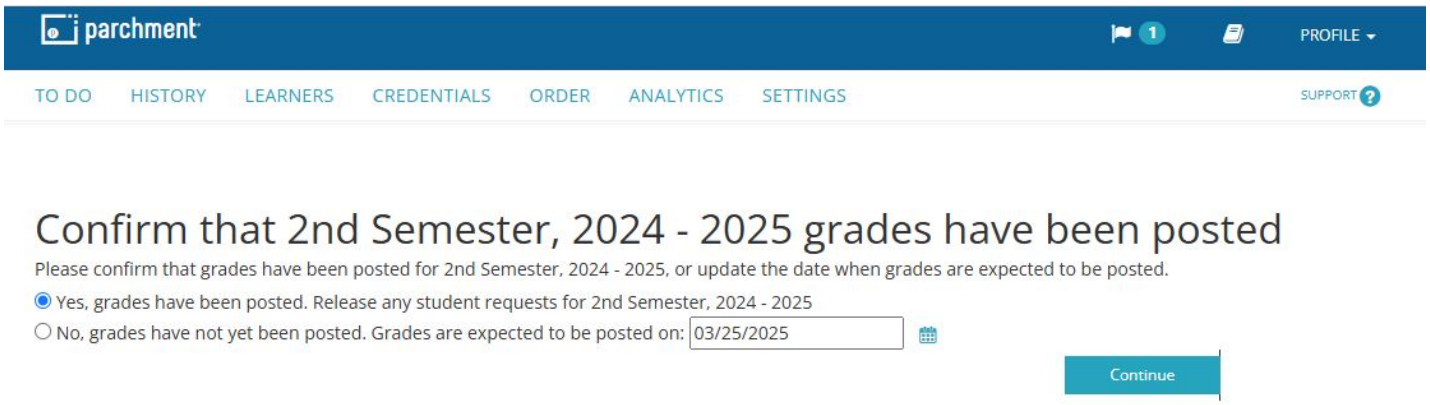

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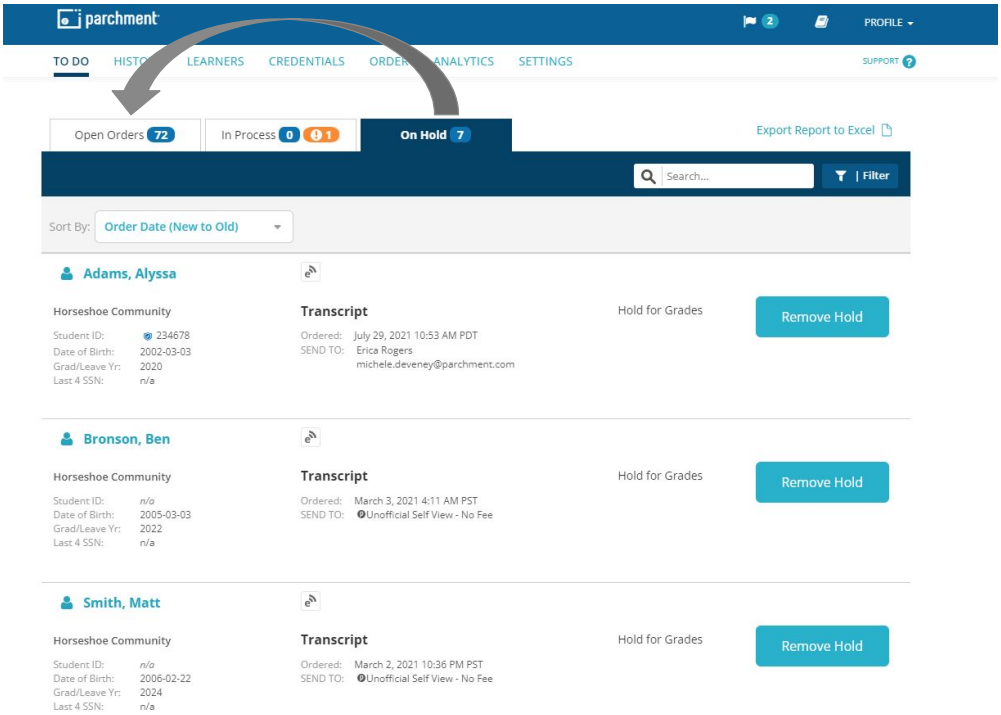

How to Confirm Grades Have Posted

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You will be reminded on the entered date to confirm grades.

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TO DO HISTORY LEARNERS CREDENTIALS ORDER ANALYTICS SETTINGS

Confirm that 2nd Semester, 2024 - 2025 grades have been posted

Please confirm that grades have been posted for 2nd Semester, 2024 - 2025, or update the date when grades are expected to be posted.

- (●) Yes, grades have been posted. Release any student requests for 2nd Semester, 2024 - 2025
- ( ) No, grades have not yet been posted. Grades are expected to be posted on: 03/25/2025

Continue

How to Confirm Grades Have Posted

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parchment 1 PROFILE

TO DO HISTORY LEARNERS CREDENTIALS ORDER ANALYTICS SETTINGS SUPPORT

General To Do History Learners Credentials Integration Ordering Pricing Users

Account Profile | Grading System

Grading System and Grading Periods

* Grading System: Semesters - 2 grading periods per year

* Grading Period Calendar: Academic Year (Aug 1 - Jul 31)

Submit

Grading Periods

Select the estimated dates grades will be posted for your 2 Semesters. The grading periods will be set for the 2024 - 2025 academic year and will automatically be updated for each subsequent academic year.

* 1st Semester Dec 20

* 2nd Semester Mar 15

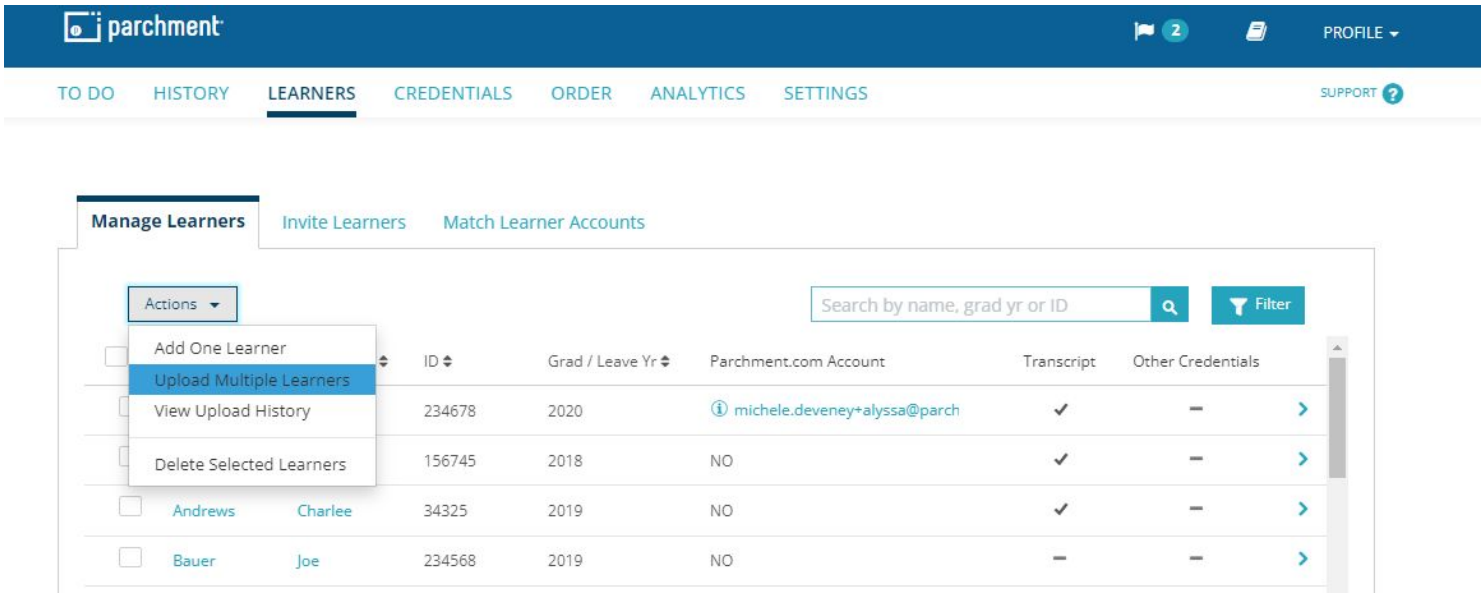
Save

Hold for Grades

1. Students must select the “HOLD FOR GRADES” option when placing their final transcript request.

2. You, the Parchment Administrator, must confirm the posting of grades in your Parchment Account, then upload the batch of transcripts.

Upload Roster



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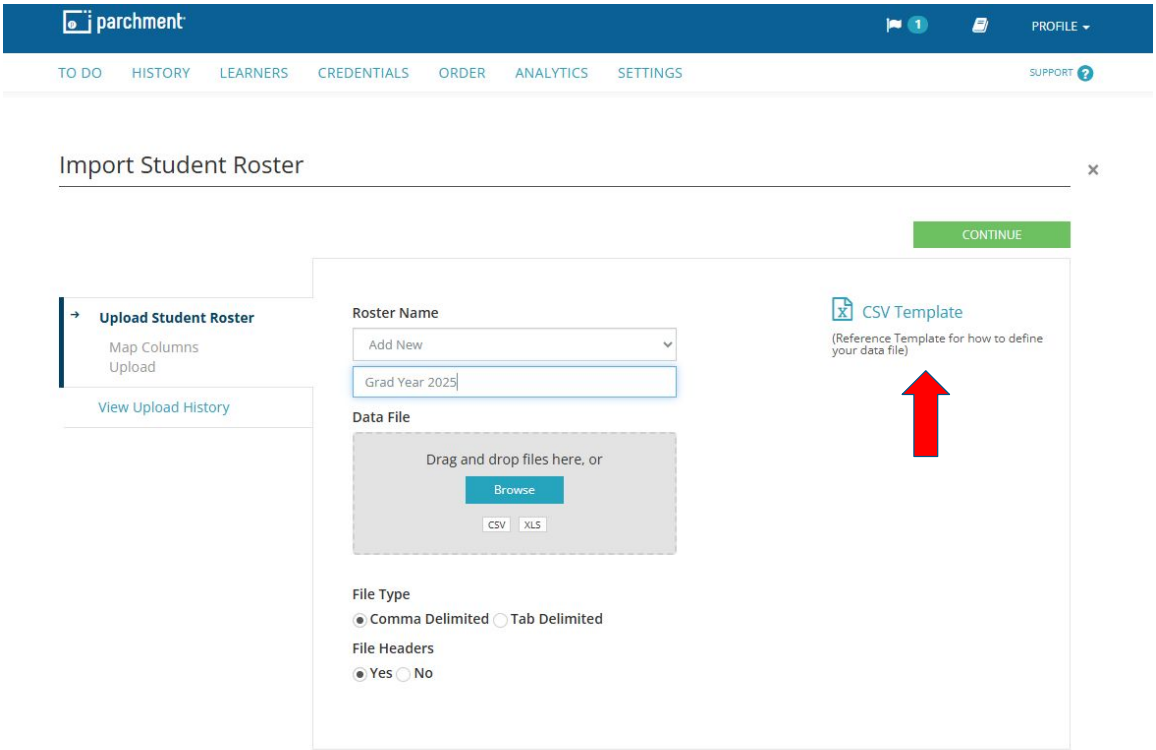

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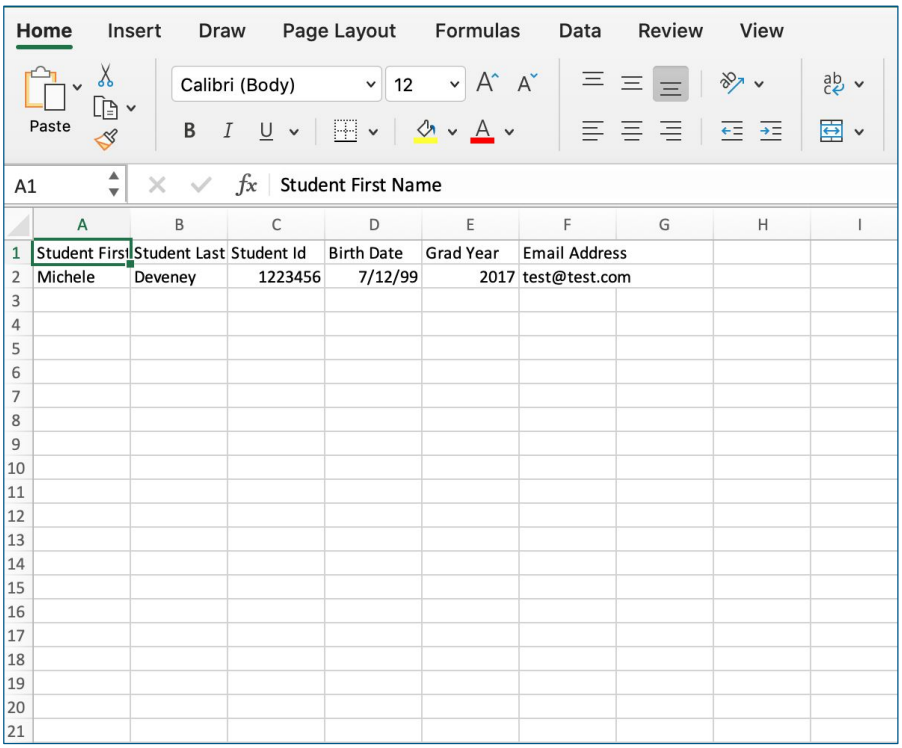

	A	B	C	D	E	F	G	H	I
1	Student First	Student Last	Student Id	Birth Date	Grad Year	Email Address			
2	Michele	Deveney	1223456	7/12/99	2017	test@test.com			
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

Upload Roster

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parchment 1 PROFILE

TO DO HISTORY LEARNERS CREDENTIALS ORDER ANALYTICS SETTINGS SUPPORT

Import Student Roster

CONTINUE

- Upload Student Roster
  - Map Columns
  - Upload
- View Upload History

Roster Name

Add New

Grad Year 2025

Data File

Drag and drop files here, or

Browse

CSV XLS

File Type

Comma Delimited Tab Delimited

File Headers

Yes No

CSV Template

(Reference Template for how to define your data file)

Map Columns

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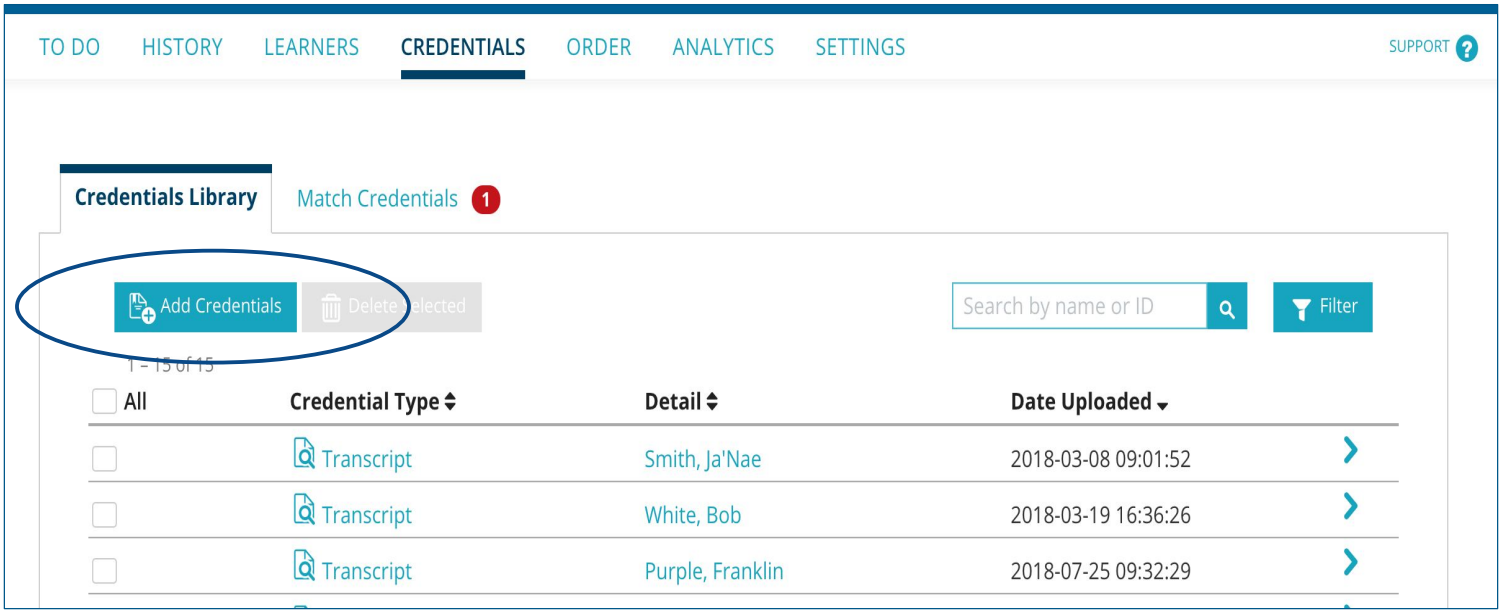
- Upload Student Roster
- Map Columns
  - Upload
- View Upload History

You have mapped 4 of 5 required fields.

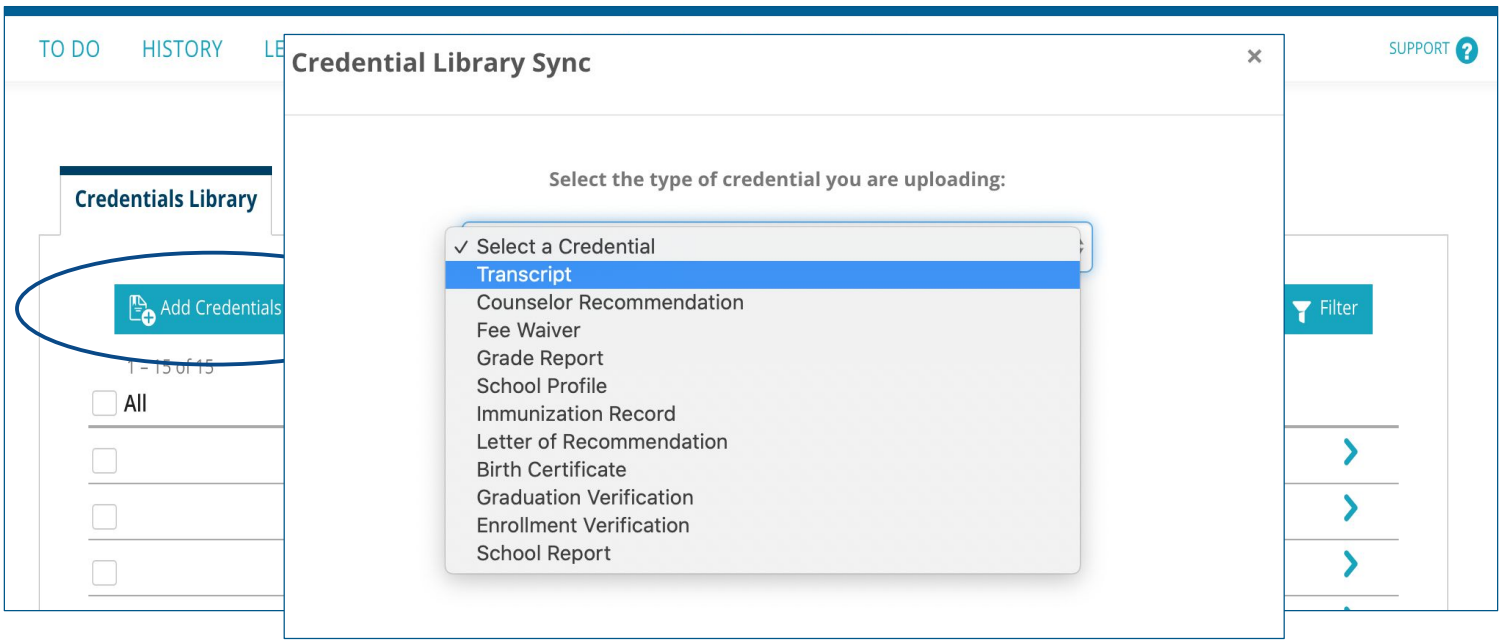
Student First Name
Student Last Name
Student ID
Date of Birth
Graduation/Leave Year

File Column Header	Sample Record	Mapped Column (* indicates required mapping)
Student First Name	Michele	Student Middle Name
Student Last Name	Deveney	* Student Last Name
Student Id	1223456	* Student ID
Birth Date	7/12/99	* Date of Birth
Grad Year	2017	* Graduation/Leave Year
Email Address	test@test.com	Email Address

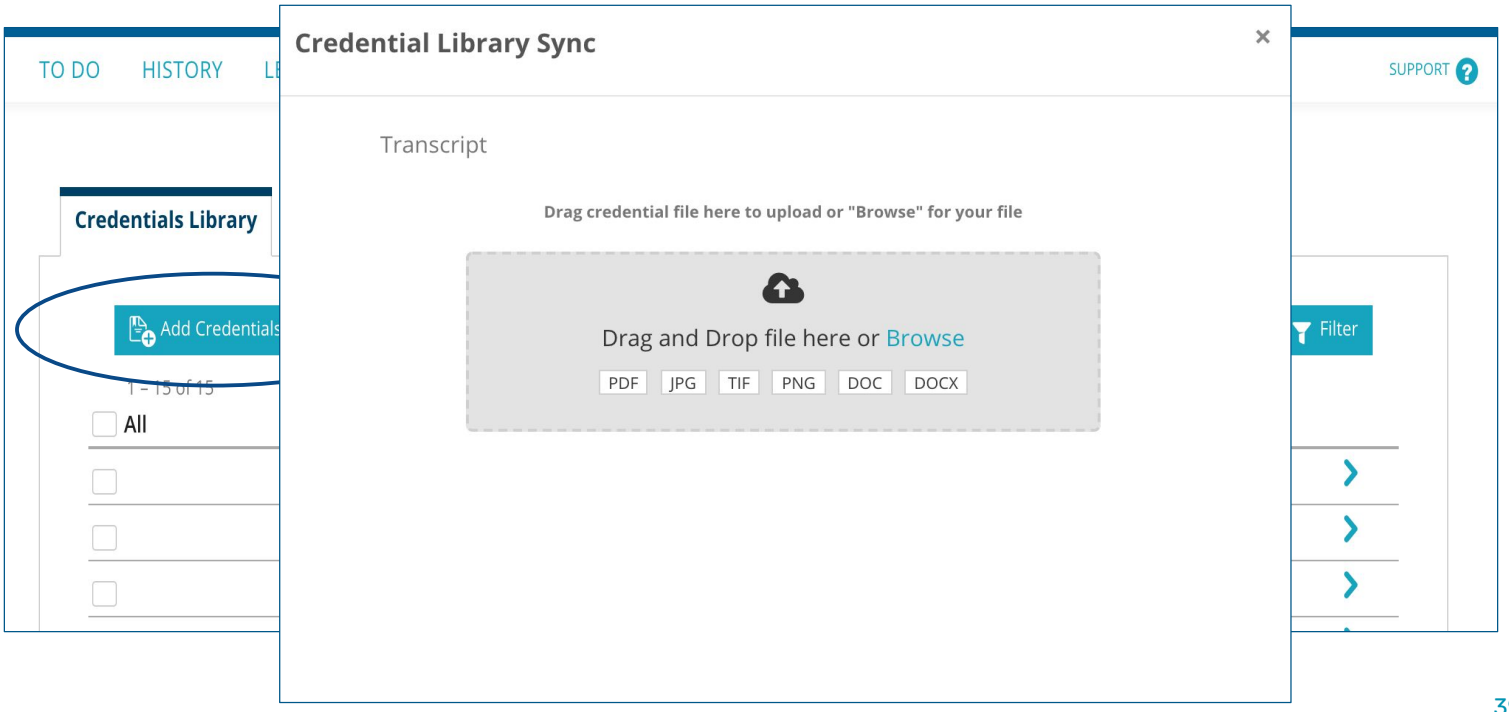
Upload Transcripts



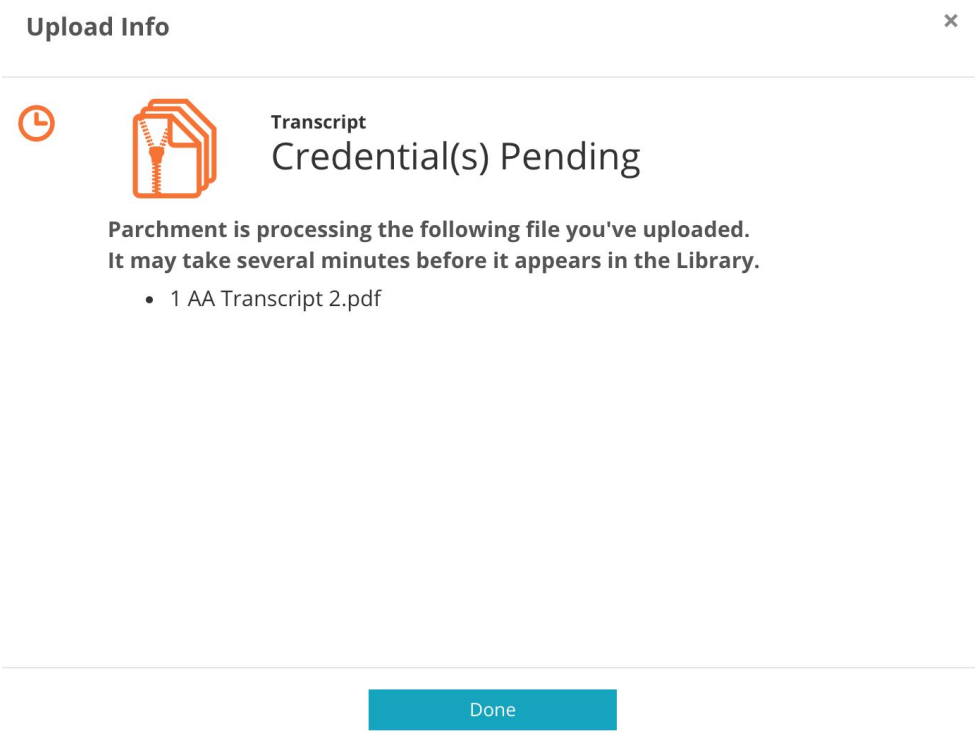
Upload Transcripts



Upload Transcripts



Credentials Pending



Orders are Now Automatched and Ready to Process

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TO DO | HISTORY | LEARNERS | CREDENTIALS | ORDER | ANALYTICS | SETTINGS | SUPPORT | PROFILE

Open Orders 72 | In Process 0 1 | On Hold 7 | Export Report to Excel

Search... | Filter

Sort By: Order Date (New to Old) | Process All

Adams, Alyssa

Horseshoe Community

Student ID: 234678
Date of Birth: 2002-03-03
Grad/Leave Yr: 2020
Last 4 SSN: n/a

Transcript

Ordered: December 2, 2021 1:48 PM PST
SEND TO: Sue Someone
michele.deveney@parchment.com

Automatched
File Date: 3/8/2022
Remove Document

Process Order

Thomas, Brett

Horseshoe Community

Student ID: n/a
Date of Birth: 2004-04-08
Grad/Leave Yr: 2022
Last 4 SSN: n/a

Transcript

Ordered: March 2, 2021 1:11 AM PST
SEND TO: Unofficial Self View - No Fee

Automatched
File Date: 3/3/2021
Remove Document

Process Order

Invite Learners

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TO DO | HISTORY | LEARNERS | CREDENTIALS | ORDER | ANALYTICS | SETTINGS | DECORATE TRANSCRI | NOTIFICATIONS | SUPPORT | PROFILE

Open Orders 83 | In Process 0 0

Filter

Sort By: Order Date (New to Old)

Smith, Allie

Horseshoe Community

Student ID: n/a
Date of Birth: 2010-02-15
Grad/Leave Yr: 2023
Last 4 SSN: n/a

Other Documen

Ordered: April 17, 20
SEND TO: Allie Smith
kristin.kos
om

Items Needing Attention

Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025 | Show Details

Our records indicate that grades for 2nd Semester, 2024 - 2025 are due to be updated on 03/15/2025 | Show Details

You have not yet invited students to register this academic year. | Invite Students

Send Registration Links

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Manage Learners | **Invite Learners** | Match Learner Accounts

Learner Registration

Inviting learners to create Parchment.com accounts using Registration Links is one of the easiest ways to help learners to place their transcript requests. Three easy steps will get them on their way:

- Upload your roster in the Manage Learners tab.
- Use the reports below to measure the sign up progress.
- Provide learners a customized email with individual Registration Links using the "Email Registration Links" feature.

Percent Registered by Class

Registration Data

View registrations by class. Click a value to see the list of learners.

Class	Number of Learners	Registered	Unregistered
Total	89	67	22
2026	88	66	22
2027	0	0	0
2028	1	1	0
2029	0	0	0
Alumni	819	346	473

Email Registration Links

Send Registration Links by email to learners who are not yet registered. Before sending you will be able to choose which learners to send the Registration Links to, and you will be able to customize the message in the email itself.

Send Registration Links

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TO DO | HISTORY | **LEARNERS** | CREDENTIALS | ORDER | ANALYTICS | SETTINGS | DECORATE TRANSCRIPT | SUPPORT

Manage Learners | **Invite Learners** | Match Learner Accounts

All students not registered on Parchment.com

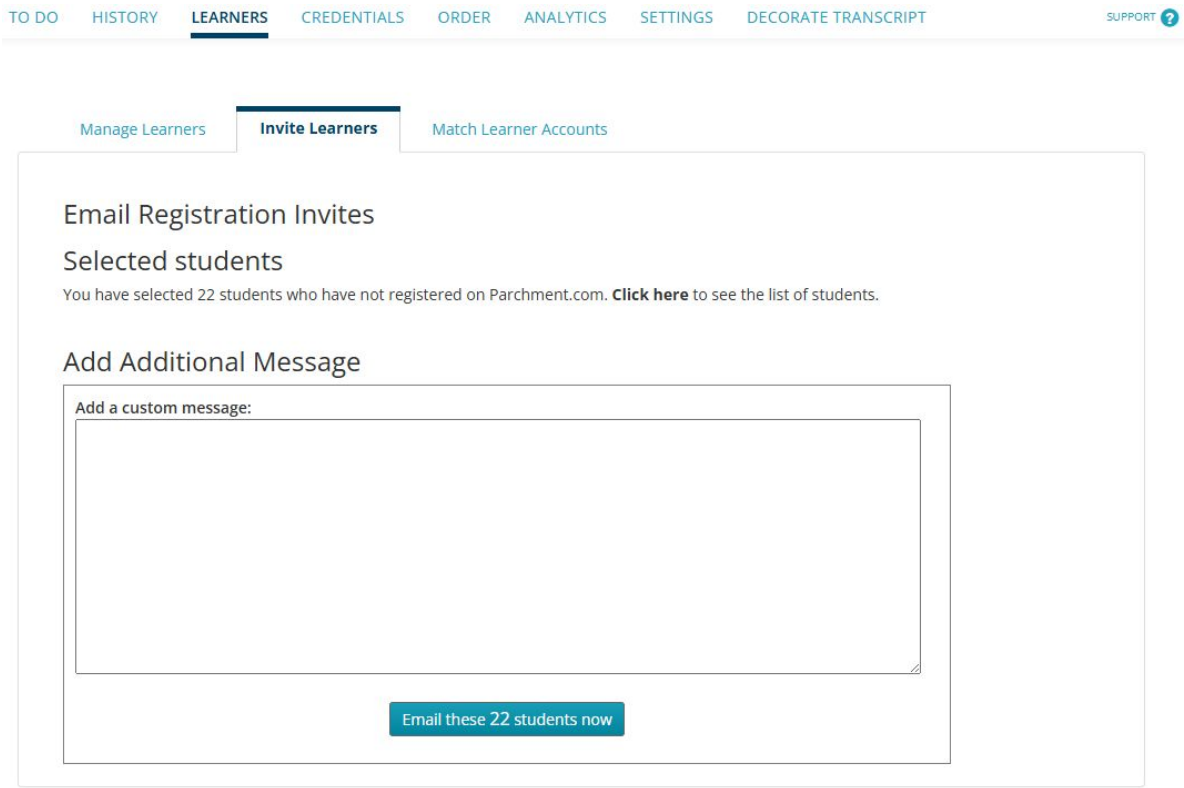
Email Registration Links

Send Registration Links by email to all 'checked' students on this page. Before sending you will be able to customize the message in the email itself.

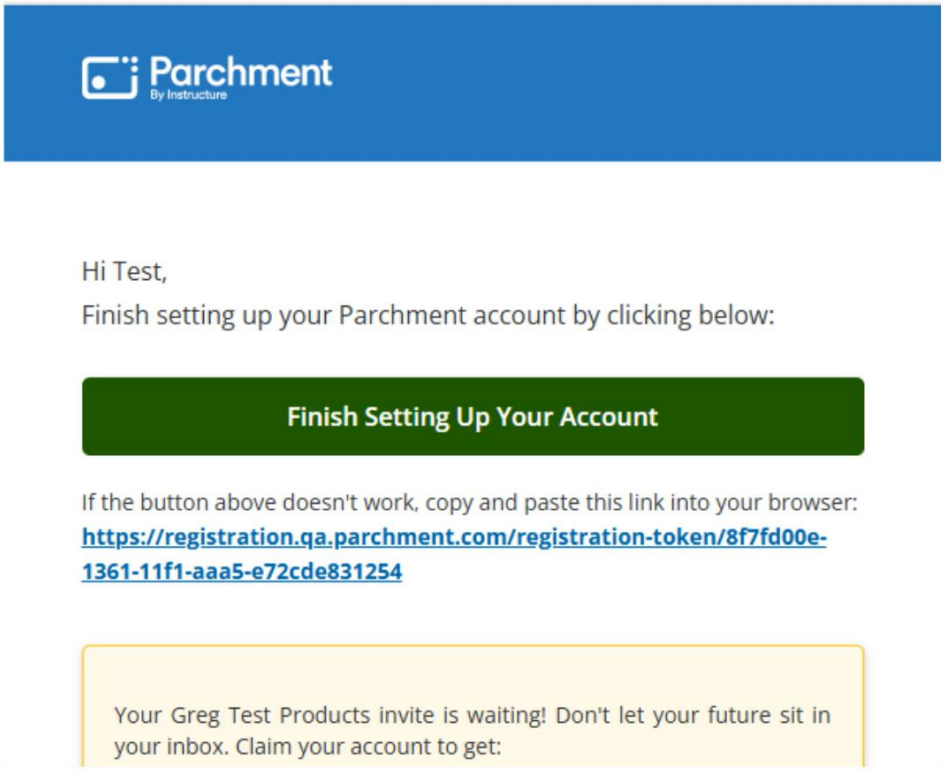
Check All | Uncheck All

Checked	Class year	First	Last	Email
☑	Senior	Akeelah	Howard	[redacted]
☑	Senior	Angel	Bauza	[redacted]
☑	Senior	Daniel	Acosta Fuentes	[redacted]
☑	Senior	Demarshawn	Foster	[redacted]
☑	Senior	Ella	Nieboer	[redacted]

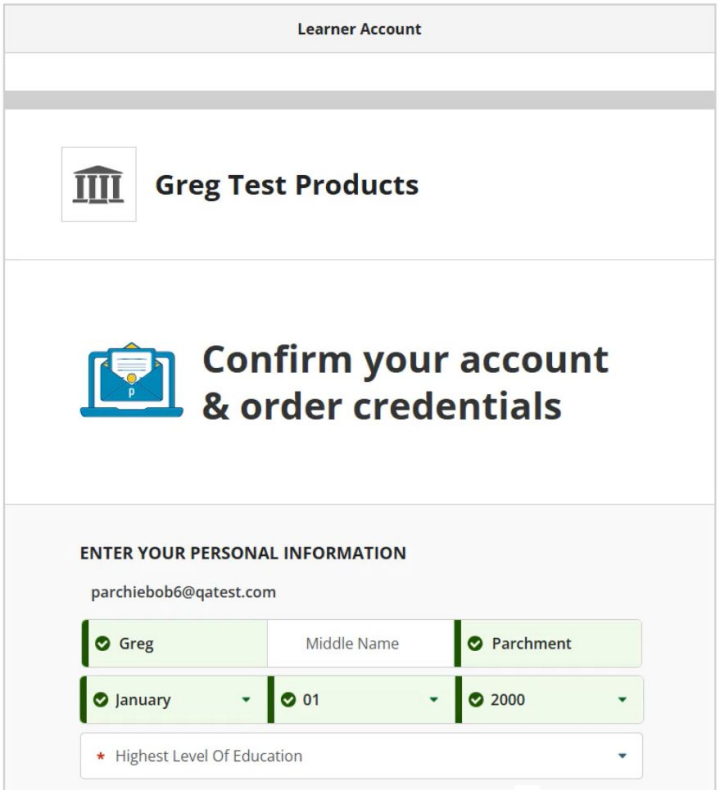
Send Registration Links



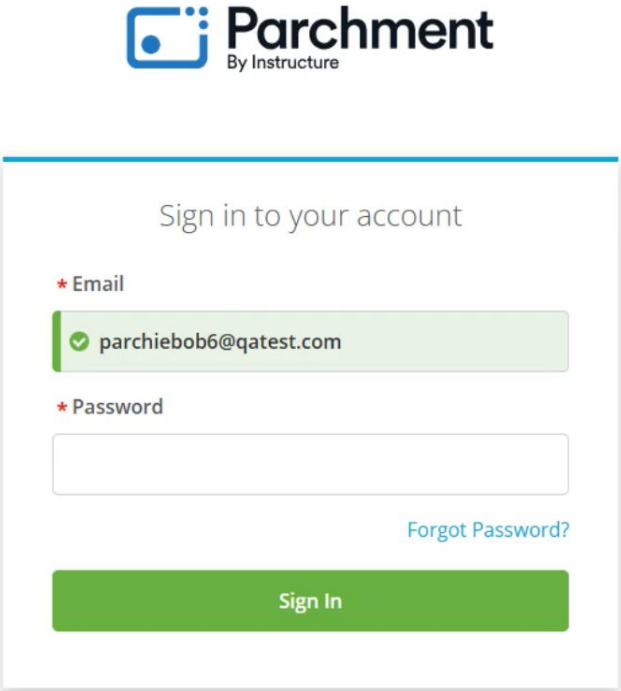
Registration Links

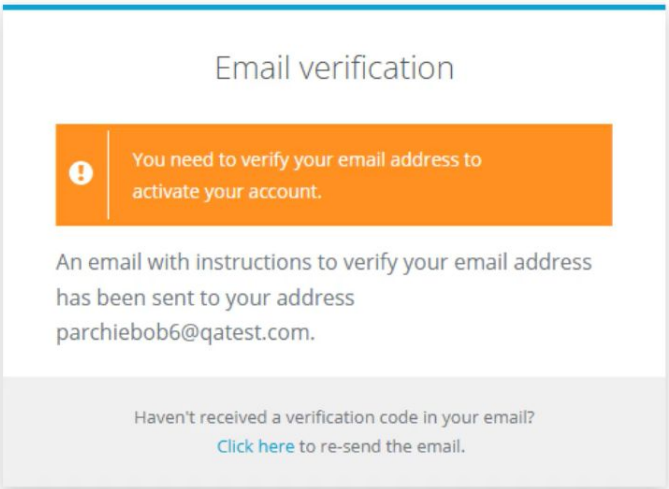


Registration Links

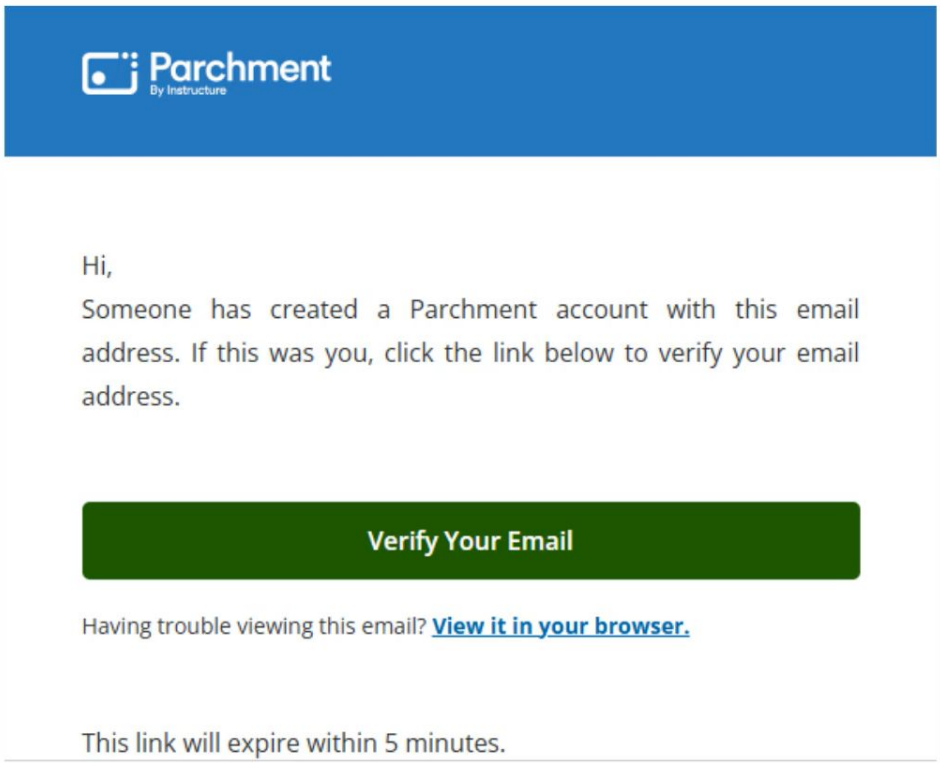


Registration Links

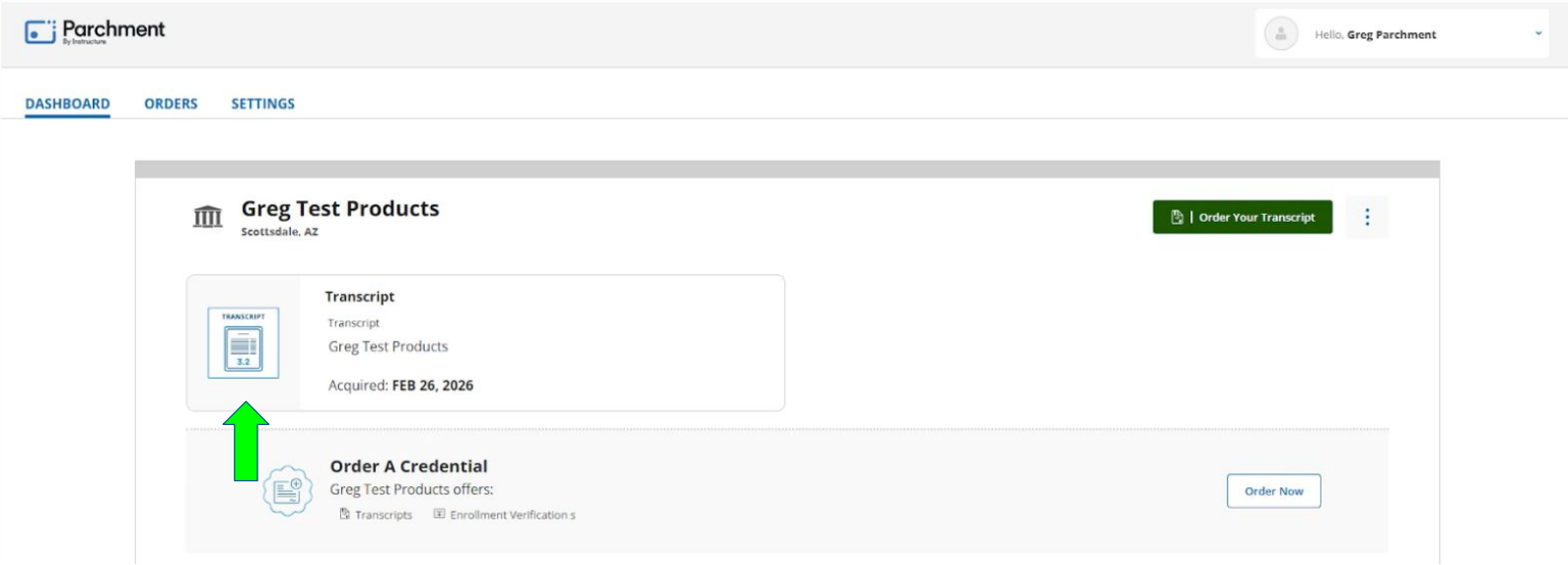




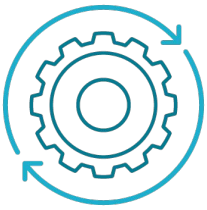
Registration Links



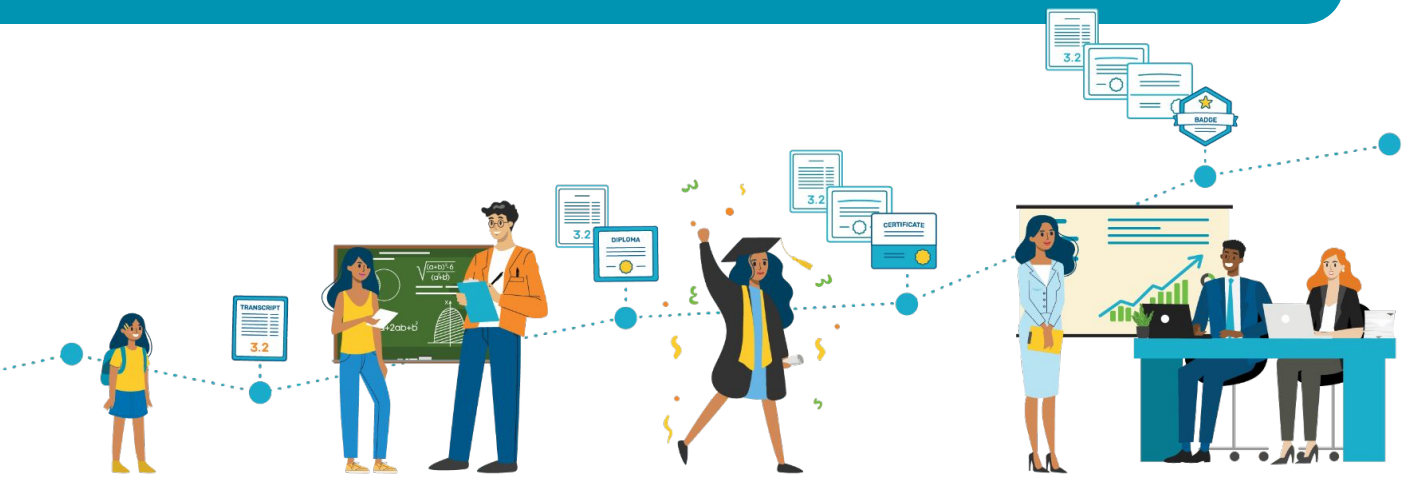
Unofficial Self View



New Services



The Parchment K-12 Platform



Online Document Management

K-12 Cumulative Folders
Records Digitization
K-12 Document Management

Records Processing

K-12 Award
K-12 District Transfer

Award Services

Digital and Print
Diplomas, Certificates

Credential Pathway Management

The Parchment network expands into higher education and the workforce

The Enhanced Parchment K-12 Platform

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Online Document Management

K-12 Cumulative Folders
Records Digitization
K-12 Document Management

Records Processing

K-12 Award
K-12 District Transfer

Award Services

Digital and Print
Diplomas, Certificates,
Digital Badges

Look familiar?

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Online Document Management

K-12 Cumulative Folders
Records Digitization
K-12 Document Management

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