



Iowa Transcript Center

powered by  National Transcript Center

An Overview

End of Year Reporting Requirement

- All public schools with students in grades 9-12 are required to upload into ITC
- Upload after final course grades have been completed



Students in Placements

- ◉ JCOs and DHS case workers are able to request and receive student records.
 - Uninterrupted Scholars Act
 - Amends the Family Educational Rights and Privacy Act (FERPA) to allow child welfare agencies access to foster student records.
 - May request a student record be sent from student's previously attending district to district in which facility is located
 - May request a student record be sent to JCO or DHS caseworker

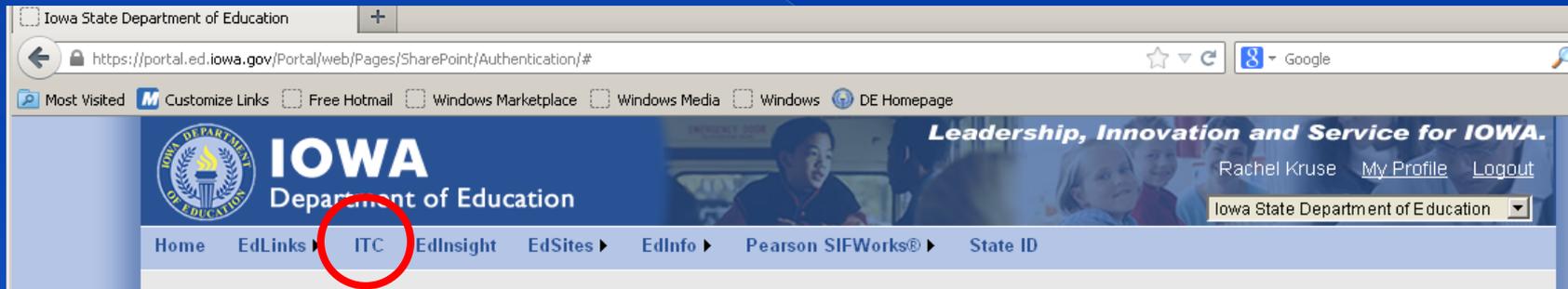
Sending to a JCO or DHS Case Worker

- Set up as 'Co-academic' entities
- Name starts with either DHS- or JCS-
 - > Example: DHS – Annie Apple
 - > JCS – Billy Banana

	Name ▾	Street ▾	City ▾	State/Province ▾	Type ▾	ID ▾
	<input type="text"/>	<input type="text"/>	<input type="text"/>	IA ▾	Co-academic ▾	<input type="text"/>
Select	DHS- <input type="text"/>	417 E. KANESVILLE BOULEVARD	COUNCIL BLUFFS	IA	Co-academic	<input type="text"/>
Select	DHS- <input type="text"/>	417 E. KANESVILLE BOULEVARD	COUNCIL BLUFFS	IA	Co-academic	<input type="text"/>
Select	DHS- <input type="text"/>	822 DOUGLAS STREET	SIoux CITY	IA	Co-academic	<input type="text"/>

Accessing ITC

- ITC is in the Iowa Education Portal
 - > www.portal.ed.iowa.gov



District has an ITC account but I don't...

- ◉ Contact your district's account manager to set you up with an account in ITC
- ◉ Request the ITC application in the portal
 - > See [Iowa Education Portal User Set-up](#), pages 4 and 5 on portal.ed.iowa.gov

District does not have an account...

- Go to the Electronic Transcript & Student Record website
 - > www.educateiowa.gov > Data & Statistics > Data Reporting > Electronic Transcript & Student Record Project
- Download and submit completed registration



The screenshot shows the Iowa Department of Education website. The header includes the Iowa Department of Education logo and the text "IOWA Department of Education" with the tagline "Leadership, Innovation, and Excellence". The navigation menu includes Home, About Us, Priority Links, Resources, A To Z Index, Data & Statistics, and Calendar. A dropdown menu is open under "Data & Statistics", showing "Administrators PK-12" with sub-items: Accreditation & Program, Approvals, Administrator Quality, Advanced Learning, and Opportunities. A red arrow points to the "Advanced Learning" link. The main content area features a section titled "Electronic Transcript & Student Record Project" with the text: "All districts are able to utilize some features of the ITC (Iowa Transcript Center). To sign up for ITC download, complete and return the following electronic registration form." Below this text is a link to the "Iowa Transcript Center (ITC) Registration Form (2011-09-21)".

District does not have an ITC account (cont.)

- ◎ Request the ITC application in the portal
 - > See [Iowa Education Portal User Set-up](#), pages 4 and 5 on portal.ed.iowa.gov
- ◎ Watch training modules.

ITC Training

A document to guide users in extracting a file from JMC is available on the website.

Educateiowa.gov > Data & Statistics > Data Reporting > Electronic Transcript & Student Record Project

ITC a valuable tool that is available now to all public and nonpublic accredited Iowa institutions.

Setting up JMC for ITC: This short PowerPoint will walk you through the simple process of setting up JMC for the ITC and demonstrate how to create an extract.

 [Setting up JMC for ITC \(1.05 MB\)](#)

Contact either Carla Schimelfenig or Rachel Kruse for PowerSchool documentation.

- Pre-recorded training modules are available for ITC
- Educateiowa.gov > Data & Statistics > Data Reporting > Electronic Transcript & Student Record Project

Electronic Transcript & Student Record Project

All districts are able to utilize some features of the ITC (Iowa Transcript Center). To sign up for ITC download, complete and return the following electronic registration form.

 [Iowa Transcript Center \(ITC\) Registration Form \(2011-09-21\)](#)

Training

Is your district or school registered to participate?

Do you need a refresher course on the process?

Do you have new administrators who need to know more about ITC?

Are you a community college and interested in sending transcripts?

Are you aware that all public districts must upload all 9-12 grade students to ITC at the end of the 2011-2012 academic year?

For an introduction to, a review of, or renewal experience with the Iowa Transcript Center, you can view these [pre-recorded training/review webinars](#).

The webinars will provide information about:

- Accessing ITC via the portal

Select the module(s) that best fits your need.

ITC Recorded Training

[Module 1 - Sending a Transcript](#)

Log in to the system, send a record/transcript, review the home page, edit your profile, and access online help.

[Module 2 - Sending Multiple Transcripts](#)

Send multiple records/transcripts, upload a transcript legend, add attachments to records/transcripts, and search the database using wildcards.

[Module 3 - Requesting a Transcript](#)

Request a record/transcript.

[Module 4 - Receiving a Transcript Request](#)

Receive and respond to a request for a record/transcript.

[Module 5 - Accepting a Record K-12](#)

Accept a record sent to a K12 institution, manage and download received records.

[Module 6 - Receiving Transcripts for Higher Ed](#)

Accept a transcript sent to a post-secondary institution, manage and download received transcripts.

[Module 7 - Student Ordering and Fulfillment](#)

A view of OrderaTranscript.com from the student/parent perspective; receive and fulfill an order placed on OrderaTranscript.com.

[Module 8 - Partner User Process](#)

Using the system as a Partner User.

[Module 9 - Batch PDF Upload Training](#)

Upload PDF records and transcripts in batch; and find and fill out the Batch Upload template.

[Module 10 - Transcript Archive](#)

[Module 11 - ITC Account Manager Training](#)

Learn process for creating, maintaining and deleting user accounts within ITC, as well as how to upload an extract from a participating SIS vendor into ITC.

[JMC Extract Process for Iowa Transcript Center](#)

[How to access the ITC via the Iowa Education Portal](#)

Regent Universities and the ITC

Regent Universities and the RAI

- ◉ U of Iowa, Iowa State, and UNI prefer to have transcripts sent electronically.
- ◉ Will be able to calculate RAI electronically.
- ◉ Significant cost savings to the universities because they currently need people to scan in transcripts, enter certain elements by hand, and then calculate the RAI.

Regent Admission Index

Calculating the RAI for student admission to a Regent University

$$\begin{aligned} & (2 \times \text{ACT composite score}) \\ & + (1 \times \text{percentile high school rank}) \\ & + (20 \times \text{high school GPA}) \\ & + \underline{(5 \times \text{number of years of high school core courses})} \\ & = \text{Regent Admission Index} \end{aligned}$$

Courses counting toward RAI

- Board of Regents has created a list for each high school of the RAI-approved courses offered by the school
- The list will be sent each August using data pulled from a school's Winter SRI submission



IOWA STATE
UNIVERSITY



THE UNIVERSITY
OF IOWA



RAI Core Course List

Admission of freshmen to the Iowa Regent universities is based on the Regent Admission Index (RAI) equation described below. In addition, applicants must meet the minimum high school course requirements for the university they wish to enter.

- (2 x ACT composite score)
- + (1 x percentile high school rank)
- + (20 x high school GPA)
- + (5 x number of high school core courses)

Regent Admission Index Score

Note: For purposes of calculating the RAI, SAT scores will be converted to ACT composite equivalents, 99% is the top value for high school rank, 4.00 is the top value for GPA, and the number of high school core courses completed is expressed in terms of years or fractions of years (e.g., one semester equals 0.5 year). Applicants who do not possess all required factors will be evaluated on an individual basis by the Regent universities to which they apply.

Freshman applicants who achieve at least a 245 RAI score and who meet the minimum number of high school courses required by the Regent universities will qualify for automatic admission to any of the three Regent universities. Freshman applicants who achieve less than a 245 RAI score may also be admitted to a specific Regent university; however, each Regent university will review these applications on an individual basis and the admission decision will be specific to each institution.

Iowa High School Core Courses Approved for RAI

(The course number in parentheses refers to the community college course number.)

English	CU*	Math	CU*	Science	CU*	Social Studies	CU*	World Languages	CU*
American Cultures	2	Algebra 2	1	Anatomy & Physiology	1	AP European History	1	Chinese 1	1
AP Literature & Composition	0.5	AP Calculus AB	0.5	Animal Science	0.5	AP Macroeconomics	0.5	French 1	1
British Literature	0.5	AP Statistics	0.5	AP Chemistry	1	AP Microeconomics	0.5	French 2	1
College Prep Composition	0.5	Calculus 1 (MAT211)	0.5	Biology	1	AP Psychology	0.5	French 3	1
Composition 1 (ENG105)	0.5	Discrete Math	0.5	Chemistry	1	AP US Government	0.5	French 4	0.5
Composition 2 (ENG106)	0.5	Geometry	1	Environmental Science	0.5	AP US History	1	French 5	0.5
Contemporary Literature	0.5	Honors Algebra 2	1	Gen Biology 1 (BI0112)	0.5	Economics	0.5	Heritage Spanish	0.5

Courses counting toward RAI

- List of RAI eligible courses is available at: www.regents.iowa.gov/RAI/SCED.pdf

SCED Codes for Regent Admission Index

ENGLISH	FOREIGN LANGUAGE
01001(G,H,E,C) through 01007(G,H,E,C)	06101(G,H,E,C) through 06106(G,H,E,C)
01051(G,H,E,C) through 01066(G,H,E,C)	06109(G,H,E,C) through 06126(G,H,E,C)
01101(G,H,E,C) through 01105(G,H,E,C)	06129(G,H,E,C) through 06146(G,H,E,C)
01151(G,H,E,C) through 01155(G,H,E,C)	06149(G,H,E,C) through 06166(G,H,E,C)
01201(G,H,E,C) through 01202(G,H,E,C)	06169(G,H,E,C) through 06186(G,H,E,C)
11101(G,H,E,C)	06189(G,H,E,C) through 06191(G,H,E,C)
	06201(G,H,E,C) through 06206(G,H,E,C)
MATHEMATICS	06209(G,H,E,C) through 06246(G,H,E,C)
02052(G,H,E,C)	06249(G,H,E,C) through 06251(G,H,E,C)

RAI is not the only factor

Two factors for admission to Iowa, ISU, UNI:

- RAI of 245
- Meet minimum high school course requirements

NOTE: A course may count toward the minimum high school course requirements but not count toward the RAI

Content is key

- Course content is key to RAI inclusion
- The SCED code is only a proxy for course content
- BOR will conduct regular reviews to make sure high school course descriptions match the description for the assigned SCED code
- Schools risk having the RAI of their students reduced if persistent problems are found

Why is my course not listed?

- Course was added after the previous Winter SRI submission
- Course used an incorrect SCED code
- Course is taken by students at your school but is offered by another school or district and was not entered into local SIS
- Course was marked as a PSEO

How to make corrections to RAI List

Submit RAI Core Courses List changes to:

Phil Caffrey

Iowa State University

pbcaffr@iastate.edu

515 294-0817

If you want Phil to add a course, include the SCED code for that course. Please check your student information system for SCED code errors and fix if necessary.

Using SIF to Upload into ITC –

PowerSchool

- ◉ Working with Marion to test
- ◉ Latest SIF pull resulted in no classes being reported.
 - > ????????????
- ◉ PowerSchool districts are still able to upload into ITC using the extract



National Transcript Center
Iowa High School Transcript

Graduation date:
Graduated: No

Page 1 of 1

Prepared
16 Apr 2013

Student	Student Address	District/Building Information
State ID: SSN: Previous Name: Birth Date: 04/18/1995 Gender: Female Race/Ethnicity: Caucasian	1195 27th St. Marion, IA 52302 (319)	District Name: Marion Independent School District District Number: 4086 Building Name: Marion High School Building Number: 0109 Contact Phone: (319) 377-9891

Summary	
Non-weighted GPA	
Weighted GPA	
Non-weighted Class Rank	
Weighted Class Rank	106
Class size	173
Minimum GPA	
Maximum GPA	
Excessive GPA	No
RAI Adjusted GPA	0.00
Cumulative Summary	Yes

UNOFFICIAL

Infinite Campus

- ◉ Tested with Davenport – problems with some SCED codes
- ◉ Now testing with Fort Dodge to see if problem is universal
- ◉ CIC will be contacting districts

JMC

- ◉ Able to utilize ITC using the extract.
- ◉ JMC is planning on writing SIF agent for ITC
 - > Plans to start with SIF agent for SRI and expand to ITC
 - > Possible release is Fall/Winter

Setting up SIF a pull for ITC

- ◉ Must have SIF agent installed
- ◉ Must have zone configured
- ◉ District must be registered with ITC
- ◉ User must have ITC account

Electronic Transcript and Student Record will be another manifest in VRF Data Collector.

Most Visited | Customize Links | Free Hotmail | Windows Marketplace | Windows Media | Windows | Highlights - Iowa Depa... | Logged in as sifworks (Portal) | Submitter: AEA 9

SIFWorks VRF Data Collector

Collection Requests Summary

[Refresh](#)

Iowa Department of Education

Iowa Easier Fall Manifest

Collects Iowa Easier Fall data.

Submissions: October 01, 2010 - December 31, 2012
Expiration Date: December 31, 2012 (in 271 days)
Collection Request: 2011EASIERFALL Version 1.4
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

Iowa Fall BEDS Staff Manifest

Collects Iowa Fall BEDS Staff data.

Submissions: October 01, 2010 - December 31, 2012
Expiration Date: December 31, 2012 (in 271 days)
Collection Request: 2011BEDSFALL Version 2.2
Status: The collection was submitted September 19, 2011 at 11:37:23 AM by No name, id: DawnM.Meier. **A new version of this collection request has been published by Iowa Dept of Ed, which requires you to redo the data collect and validate steps.**
Submission Status: Pending Processing (September 19, 2011 at 11:37:25 AM)
Submission Number: 4 (attempt 2)
Actions: [View Submission Results](#)
[Examine](#)
[Start Collection](#)
[Add New Scheduled Collection](#)

Student Record and Transcript

Collects student demographic and academic data for student record exchange and transcript purposes.

Submissions: October 01, 2011 - October 31, 2013
Expiration Date: October 31, 2013 (in 575 days)
Collection Request: 2011SR Version 1.7
Status: This collection has never been submitted.
Submission Number: 1 (attempt 0)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

Order Collections By

Expiration Date
 A-Z

Training Collections

Use training collections for end-to-end testing of VRF prior to a production data collection and submission.

Don't show training collections

Manage Scheduled Collections

Click the option below to manage the list of scheduled collections for the submitter.

[Manage scheduled collections](#)

1. Log on to the Iowa Portal
2. Click on "Pearson SIFWorks" on the menu at the top.
Select "VRF-Data Collector" application
3. VRF Homepage Collection request screen will be displayed.
4. Find the section for Student Record and Transcript.
5. Click "Start Collection".



Student Record and Transcript

Collects student demographic and academic data for student record exchange and transcript purposes.

Submissions: October 01, 2011 - October 31, 2013

Expiration Date: October 31, 2013 (in 574 days)

Collection Request: 2011SR Version 1.7

Status: This collection has never been submitted.

Submission Number: 1 (attempt 0)

Actions: [Start Collection](#)
[Add New Scheduled Collection](#)

6. Select the data source for the collection (SIF zone) and click "Start Data Collection".

Note: this process may take several hours to complete.

Student Record and Transcript
Start Collection — Submission Number 4 (attempt 0)

To start data collection, choose the data sources from which to collect data. Then click the link Start Data Collection for all items checked below.

[Start Data Collection for all items checked below](#)

All connected zones in Fort Dodge (1 zones / 1 connected)

SIF Zone	Zone Status	Collection Status
<input checked="" type="checkbox"/> LBA_23130000	 Connected	Not Started

7. Once all the data has been collected from the SIS, click "Validate".



Student Record and Transcript

Collects student demographic and academic data for student record exchange and transcript purposes.

Submissions: October 01, 2011 - October 31, 2013
Expiration Date: October 31, 2013 (in 574 days)
Collection Request: 2011SR Version 1.7

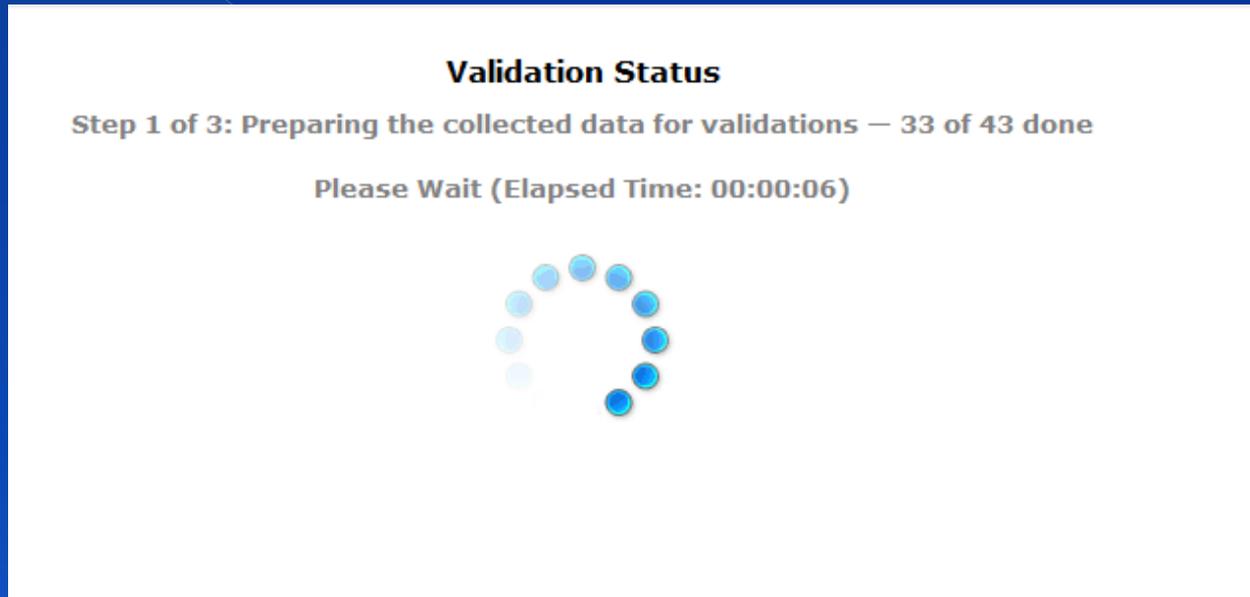
Status: Data Collection completed successfully today at 03:46:50 PM.

Submission Number: 42 (attempt 0)

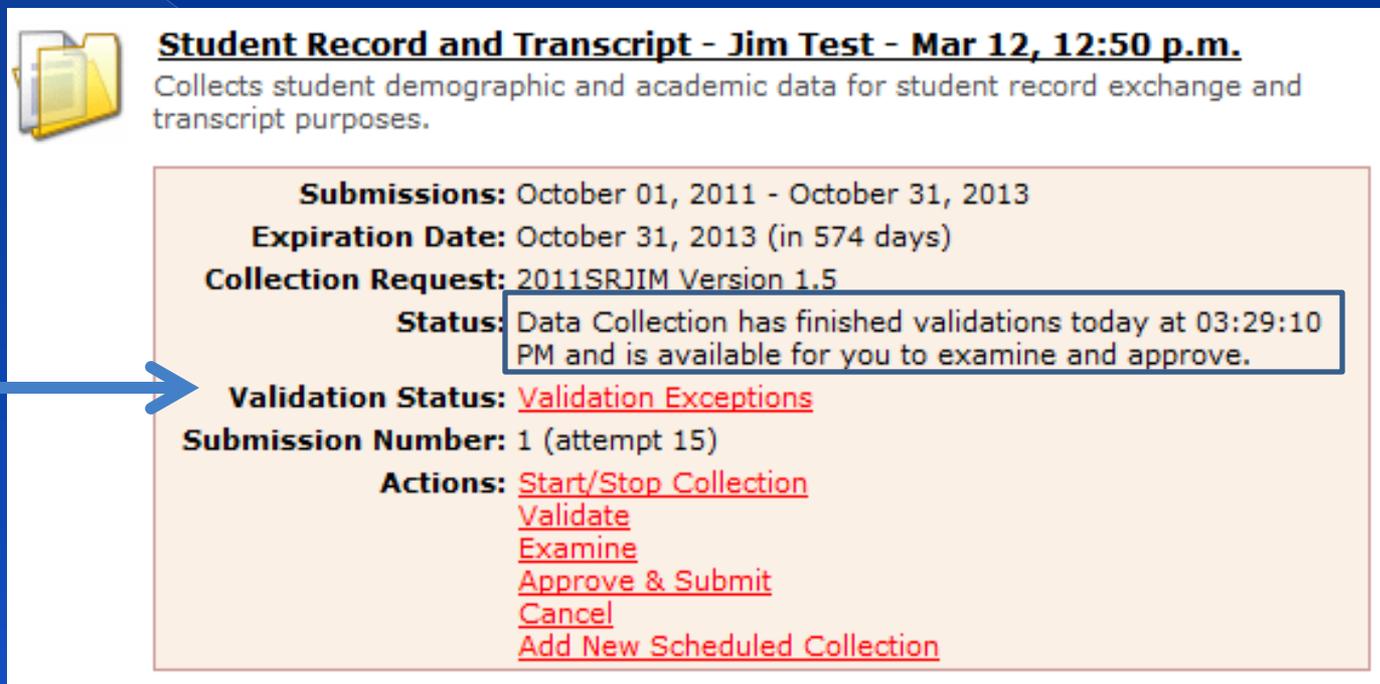
Actions: [View Submission Results](#)
[Start/Stop Collection](#)
[Validate](#)
[Cancel](#)
[Add New Scheduled Collection](#)



8. While the validation task is running, you will see the following screen.



9. After the validation task is completed, you will see a new link under Validation Status called "Validation Exceptions" (aka Errors).



Student Record and Transcript - Jim Test - Mar 12, 12:50 p.m.
Collects student demographic and academic data for student record exchange and transcript purposes.

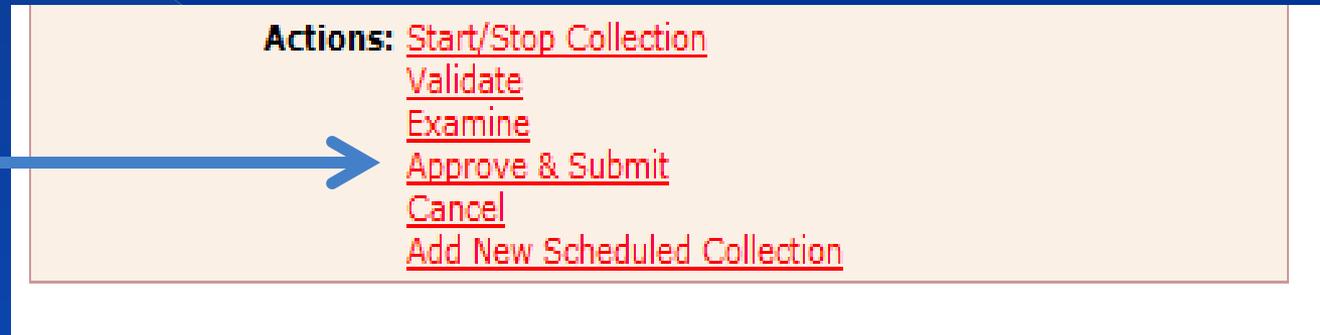
Submissions: October 01, 2011 - October 31, 2013
Expiration Date: October 31, 2013 (in 574 days)
Collection Request: 2011SRJIM Version 1.5
Status: Data Collection has finished validations today at 03:29:10 PM and is available for you to examine and approve.
Validation Status: [Validation Exceptions](#)
Submission Number: 1 (attempt 15)
Actions: [Start/Stop Collection](#)
[Validate](#)
[Examine](#)
[Approve & Submit](#)
[Cancel](#)
[Add New Scheduled Collection](#)

10. Click "Validation Exceptions" to see the records that failed validation.

Any record with an Error Level of 'Fatal' will not be submitted. You need to fix the error in your SIS and start the process over.

Collection Request: Student Record and Transcript		Submission Num: 3		Attempt: 1		Export to file	
LEA Name:		LEA State Id:		Validation Type: this collection			
Error Number	Error Level	Message	Description	Record Identifying Fields			
ST.001	Fatal	Student State Identifier must be present.	Invalid because Student State Identifier is required but is blank	'null' = Student State Identifier, '15277' = Student Local Identifier, 'Klima' = Last Name, = First Name, '1' = CID			
ST.001	Fatal	Student State Identifier must be present.	Invalid because Student State Identifier is required but is blank	'null' = Student State Identifier, '15290' = Student Local Identifier, = Last Name, 'Deziray Rose' = First Name, '2' = CID			
ST.001	Fatal	Student State Identifier must be present.	Invalid because Student State Identifier is required but is blank	'null' = Student State Identifier, '18079' = Student Local Identifier, 'Sheridan' = Last Name, = First Name, '3' = CID			
ST.001	Fatal	Student State Identifier must be present.	Invalid because Student State Identifier is required but is blank	'null' = Student State Identifier, '18272' = Student Local Identifier, = Last Name, 'Amber' = First Name, '4' = CID			
ST.001	Fatal	Student State Identifier must be present.	Invalid because Student State Identifier is required but is blank	'null' = Student State Identifier, '18298' = Student Local Identifier, 'Lamb' = Last Name, = First Name, '5' = CID			
ST.001	Fatal	Student State Identifier must be present.	Invalid because Student State Identifier is required but is blank	'null' = Student State Identifier, '18359' = Student Local Identifier, = Last Name, 'Jamie' = First Name, '6' = CID			

11. Once the data is error-free and ready to be submitted, click on the “Approve & Submit” link in the Actions menu.



12. Check "I approve this collection" and click "Approve & Submit".

Student Record and Transcript
Submission Number 42 (attempt 1) - Approval

Select the check box and click the link, to submit.

Submission Details

Collection Requests: Student Record and Transcript

Date & Time: April 05, 2012 04:23:18 PM

Statement of Approval

By approving this collection, you are stating that you have examined the data and approve its contents. The collection will be submitted to the requesting agency and will include your name and contact information.

I approve this collection

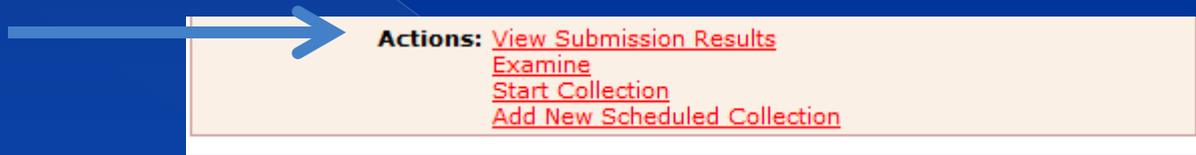
Approved By: VRF Administrator

Comments (FOR YOUR USE ONLY)

[Approve & Submit](#) | [Cancel](#)



13. After the collection has been submitted, you can view the status of the submission under the "View Submission Results" link. A green check box means it was successful.



[Refresh](#)

Most Recent Submission Activity

Submission	Timestamp	Status	Attachments
3	04/02/2012 05:41:56 PM	Processing Completed	

14. The newly uploaded student records and transcripts will be available in the Iowa Transcript Center within an hour of the VRF submission.