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.

Iowa Department of Education
April/May 2013

Iowa Transcript Center
powered by National Transcript Center
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Street</th>
<th>City</th>
<th>State/Province</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>DHS</td>
<td>417 E. KANESVILLE BOULEVARD</td>
<td>COUNCIL BLUFFS</td>
<td>IA</td>
</tr>
<tr>
<td>Select</td>
<td>DHS</td>
<td>417 E. KANESVILLE BOULEVARD</td>
<td>COUNCIL BLUFFS</td>
<td>IA</td>
</tr>
<tr>
<td>Select</td>
<td>DHS – Co-academic</td>
<td>822 DOUGLAS STREET</td>
<td>SIOUX CITY</td>
<td>Co-academic</td>
</tr>
</tbody>
</table>
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

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**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)
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.
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 is 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.

Contact either Carla Schimelflenig 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.

[Electronic 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.

IMC 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.
Calculating the RAI for student admission to a Regent University

(2 x ACT composite score) + (1 x percentile high school rank) + (20 x high school GPA) + (5 x number of years of high school core courses) = Regent Admission Index
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.
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.

\[
\text{(2 x ACT composite score)} + (1 \times \text{percentile high school rank}) + (20 \times \text{high school GPA}) + (5 \times \text{number of high school core courses})
\]

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 the 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.)

<table>
<thead>
<tr>
<th>English</th>
<th>CU*</th>
<th>Math</th>
<th>CU*</th>
<th>Science</th>
<th>CU*</th>
<th>Social Studies</th>
<th>CU*</th>
<th>World Languages</th>
<th>CU*</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Cultures</td>
<td>2</td>
<td>Algebra 2</td>
<td>1</td>
<td>Anatomy &amp; Physiology</td>
<td>1</td>
<td>AP European History</td>
<td>1</td>
<td>Chinese 1</td>
<td>1</td>
</tr>
<tr>
<td>AP Literature &amp; Composition</td>
<td>0.5</td>
<td>AP Calculus AB</td>
<td>0.5</td>
<td>Animal Science</td>
<td>0.5</td>
<td>AP Macroeconomics</td>
<td>0.5</td>
<td>French 1</td>
<td>1</td>
</tr>
<tr>
<td>British Literature</td>
<td>0.5</td>
<td>AP Statistics</td>
<td>0.5</td>
<td>AP Chemistry</td>
<td>1</td>
<td>AP Microeconomics</td>
<td>0.5</td>
<td>French 2</td>
<td>1</td>
</tr>
<tr>
<td>College Prep Composition</td>
<td>0.5</td>
<td>Calculus 1 (MAT211)</td>
<td>0.5</td>
<td>Biology</td>
<td>1</td>
<td>AP Psychology</td>
<td>0.5</td>
<td>French 3</td>
<td>1</td>
</tr>
<tr>
<td>Composition 1 (ENG105)</td>
<td>0.5</td>
<td>Discrete Math</td>
<td>0.5</td>
<td>Chemistry</td>
<td>1</td>
<td>AP US Government</td>
<td>0.5</td>
<td>French 4</td>
<td>0.5</td>
</tr>
<tr>
<td>Composition 2 (ENG106)</td>
<td>0.5</td>
<td>Geometry</td>
<td>1</td>
<td>Environmental Science</td>
<td>0.5</td>
<td>AP US History</td>
<td>1</td>
<td>French 5</td>
<td>0.5</td>
</tr>
<tr>
<td>Contemporary Literature</td>
<td>0.5</td>
<td>Honors Algebra 2</td>
<td>1</td>
<td>Gen Biology 1 (BIO112)</td>
<td>0.5</td>
<td>Economics</td>
<td></td>
<td>Heritage Spanish</td>
<td>0.5</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>ENGLISH</th>
<th>FOREIGN LANGUAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01001(G,H,E,C) through 01007(G,H,E,C)</td>
<td>06101(G,H,E,C) through 06106(G,H,E,C)</td>
</tr>
<tr>
<td>01051(G,H,E,C) through 01066(G,H,E,C)</td>
<td>06109(G,H,E,C) through 06126(G,H,E,C)</td>
</tr>
<tr>
<td>01101(G,H,E,C) through 01105(G,H,E,C)</td>
<td>06129(G,H,E,C) through 06146(G,H,E,C)</td>
</tr>
<tr>
<td>01151(G,H,E,C) through 01155(G,H,E,C)</td>
<td>06149(G,H,E,C) through 06166(G,H,E,C)</td>
</tr>
<tr>
<td>01201(G,H,E,C) through 01202(G,H,E,C)</td>
<td>06169(G,H,E,C) through 06186(G,H,E,C)</td>
</tr>
<tr>
<td>11101(G,H,E,C)</td>
<td>06189(G,H,E,C) through 06191(G,H,E,C)</td>
</tr>
<tr>
<td>06201(G,H,E,C) through 06206(G,H,E,C)</td>
<td>06209(G,H,E,C) through 06246(G,H,E,C)</td>
</tr>
<tr>
<td>02052(G,H,E,C)</td>
<td>06249(G,H,E,C) through 06251(G,H,E,C)</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td></td>
</tr>
</tbody>
</table>
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
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 –
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
<table>
<thead>
<tr>
<th>Student</th>
<th>District/Building Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>State ID:</td>
<td>District Name: Marion Independent School District</td>
</tr>
<tr>
<td>SSN:</td>
<td>District Number: 4086</td>
</tr>
<tr>
<td>Previous Name:</td>
<td>Building Name: Marion High School</td>
</tr>
<tr>
<td>Birth Date:</td>
<td>Building Number: 0109</td>
</tr>
<tr>
<td>Gender:</td>
<td>Contact Phone: (319) 377-9891</td>
</tr>
<tr>
<td>Race/Ethnicity:</td>
<td></td>
</tr>
</tbody>
</table>

| 1195 27th St. | Summary |
| Marion, IA 52303 | Non-weighted GPA |
| (319) | 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 |
Tested with Davenport – problems with some SCED codes
Now testing with Fort Dodge to see if problem is universal
CIC will be contacting districts
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.
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]

- **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.

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**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

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

<table>
<thead>
<tr>
<th>SIF Zone</th>
<th>Zone Status</th>
<th>Collection Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBA_23130000</td>
<td>Connected</td>
<td>Not Started</td>
</tr>
</tbody>
</table>
7. Once all the data has been collected from the SIS, click “Validate”.

![Image of Student Record and Transcript interface]

**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).

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.

<table>
<thead>
<tr>
<th>Error Number</th>
<th>Error Level</th>
<th>Message</th>
<th>Description</th>
<th>Record Identifying Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST.001</td>
<td>Fatal</td>
<td>Student State Identifier must be present.</td>
<td>Invalid because Student State Identifier is required but is blank</td>
<td>'null' = Student State Identifier, '15277' = Student Local Identifier, 'Klima' = Last Name, '1' = First Name, '1' = CID</td>
</tr>
<tr>
<td>ST.001</td>
<td>Fatal</td>
<td>Student State Identifier must be present.</td>
<td>Invalid because Student State Identifier is required but is blank</td>
<td>'null' = Student State Identifier, '15290' = Student Local Identifier, 'Deziray Rose' = Last Name, '2' = CID</td>
</tr>
<tr>
<td>ST.001</td>
<td>Fatal</td>
<td>Student State Identifier must be present.</td>
<td>Invalid because Student State Identifier is required but is blank</td>
<td>'null' = Student State Identifier, '18079' = Student Local Identifier, 'Sheridan' = Last Name, '3' = First Name, '3' = CID</td>
</tr>
<tr>
<td>ST.001</td>
<td>Fatal</td>
<td>Student State Identifier must be present.</td>
<td>Invalid because Student State Identifier is required but is blank</td>
<td>'null' = Student State Identifier, '18272' = Student Local Identifier, 'Amber' = First Name, '4' = CID</td>
</tr>
<tr>
<td>ST.001</td>
<td>Fatal</td>
<td>Student State Identifier must be present.</td>
<td>Invalid because Student State Identifier is required but is blank</td>
<td>'null' = Student State Identifier, '18298' = Student Local Identifier, 'Lamb' = Last Name, '5' = First Name, '5' = CID</td>
</tr>
<tr>
<td>ST.001</td>
<td>Fatal</td>
<td>Student State Identifier must be present.</td>
<td>Invalid because Student State Identifier is required but is blank</td>
<td>'null' = Student State Identifier, '18359' = Student Local Identifier, 'Jamie' = First Name, '6' = CID</td>
</tr>
</tbody>
</table>
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”.
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.

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