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Marshall A. Hill, Ph.D., Executive Director

*Promoting high quality, ready access, and efficient use of resources  
in Nebraska higher education.*

October 19, 2007

Memorandum

To: Nebraska Postsecondary Education Institutions  
From: Marshall A. Hill *MAH*  
Subject: Nebraska's e-transcript Initiative -- How to Participate

On Monday of this week, Governor Dave Heineman announced the start of Nebraska's **e-transcript Initiative**. The Initiative will allow students' transcripts, other records, and supporting information to be sent electronically from high schools to high schools, high schools to colleges, and colleges to colleges and universities. The Initiative is funded by a three-year \$1.2 million grant from the U.S. Department of Education and will allow transcripts to be sent electronically without charge among participating high schools and postsecondary institutions in the 11 states that are members of the Midwestern Higher Education Compact (MHEC)\*. (Transcripts can be sent to institutions outside the 11-state region for a modest fee.) The Nebraska e-transcript Initiative is a cooperative effort of the state's Department of Education (which applied for and has received the grant), the Coordinating Commission, the state's P-16+ Initiative, and Nebraska's schools and colleges. **We invite and encourage you to participate.**

Nebraska is the first state in the nation to implement the full range of transcript-sending options. (Indiana has fully implemented electronic sending of transcripts from its high schools to its colleges and universities.) We've planned an aggressive implementation that will allow high schools and postsecondary institutions to promptly register to send and receive electronic student records. Enabling your institution to receive e-transcripts is a simple and straightforward five-to-ten minute process; instructions about how to do that are included with this memo. Docufide, our vendor, was chosen by MHEC through a competitive review process, can handle a wide range of institutional student records systems, and has successfully implemented Indiana's statewide initiative. We can count on them for strong support.

Participation in Nebraska's e-transcript Initiative is voluntary; each high school and postsecondary institution can decide whether or not they participate. We hope everyone participates, however, and we're trying to make it as easy as possible for you to get involved. Monday's announcement by Governor Heineman featured a demonstration transcript "sending and receiving." A Lincoln Southeast High School student's transcript

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was sent simultaneously to the University of Nebraska at Omaha, Wayne State College, Central Community College, Bellevue University, Hamilton College-Omaha, and Bryan LGH College of Health Sciences. We've successfully piloted the "sending" process at several Nebraska high schools, both large and small. Finally, we're confident that security issues are responsibly addressed throughout the process.

I strongly encourage you to participate in this Initiative. Change is always challenging, but e-transcripts can significantly benefit students (by allowing them to request on-line that their transcripts be sent and by knowing that they have indeed been sent and received), high schools (by streamlining procedures and allowing counselors to spend more time counseling and less time on paperwork), and postsecondary institutions (through facilitating data entry and transcript evaluation).

Please feel free to forward this memo and accompanying information to others (admissions officers, IT staff, etc) on your campus. As indicated in the following information, technical support to get your institutions on board will be provided by Stephanie Braman at Docufide ([sbraman@docufide.com](mailto:sbraman@docufide.com)). If you have general questions or comments, please let me know. (402-471-2847 or [Marshall.Hill@ccpe.ne.gov](mailto:Marshall.Hill@ccpe.ne.gov))

\* Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio and Wisconsin

The Nebraska e-Transcript Initiative is underway and the first goal of the initiative is to have colleges and universities throughout Nebraska sign up to receive transcripts electronically from participating high schools. The online registration process takes 5-10 minutes and after verification by Docufide you will be enabled to receive transcripts electronically from students across Nebraska and other e-Transcript participants.

**Benefits to colleges and universities in receiving transcripts electronically:**

- Handle transcripts in a much more efficient and timely manner
- Creates a legible copy to be read by and shared with admissions counselors, academic advisors, scholarship committees, etc.
- Eases the review process by providing a standard appearance to the transcript
- Allows colleges to immediately inform students that transcripts were received

**Benefits to students of the Nebraska e-Transcript Initiative:**

- Allows students or parents to order transcripts at their convenience, 24/7 online
- Relieves student and parental anxiety about whether a transcript has been sent and received
- Free to deliver transcripts to colleges in Nebraska and other Midwestern states that have registered to receive transcripts electronically

Docufide's experience with Indiana's statewide e-Transcript Initiative showed that having the postsecondary institutions' support is critical in getting high schools to participate in the initiative. In addition to registering to receive transcripts electronically, colleges and universities can help promote the Nebraska e-Transcript Initiative to high schools and guidance counselors. Be on the outlook for upcoming admission departments' or guidance counselor meetings in your area.

**Next Steps:**

1. Go to <https://securetranscript.docufide.com/ri> to register to receive transcripts electronically. You will be asked to search for your institution and provide information for primary and backup contacts at your institution.
2. If interested, attend one of several upcoming webinars in the next two weeks on the Nebraska e-Transcript Initiative and steps to register.

For additional information on the Initiative or Webinar Dates/Times, contact Docufide's Nebraska e-Transcript Initiative Project Manager, Stephanie Braman at [sbraman@docufide.com](mailto:sbraman@docufide.com) or 952-929-9240.