

**INFORMATIONAL ITEM ELECTRONIC TRANSCRIPT PILOT PROJECT**

**THAT:** The Electronic Transcript Pilot Project is designed to assess Montana's ability to create a statewide transcript system and to determine the concerns and opportunities associated with such a system. The pilot project involves three Regental institutions, five K-12 systems, and 100 student records. The services of the National Transcript Center are being used. The task force in place to carry out this project includes individuals from the UM system, OCHE, OPI, and the Governor's office.

**EXPLANATION:** The Electronic Transcript project is being carried out in three stages during the 2008-09 year. Phase 1 focuses on the actual loading of information from K-12 schools into the database provided by the National Transcript Center (NTC). Phase 2 is aimed at moving the transcript information around from school to school and to a central repository. Phase 3 turns to probing the database with questions related to student preparation and student success. After each phase, we will conduct an analysis to identify concerns and recommendations associated with that phase. The goal of the pilot project is to assemble by the end of the Spring semester a recommendation related to statewide implementation of electronic transcripts. Below are brief summaries of various aspects of the project.

**Higher Education Institutions:** The cohort of higher education institutions has been finalized to include the Helena COT, UM-Western, and UM- Missoula.

**K-12 Districts:** The cohort of K-12 districts has also been finalized to include Sentinel High School in Missoula (a class AA school), Helena High School (AA), Beaverhead County High School (A), Arlee High School (B), and Victor High School (C). The K-12 districts were selected to provide a range of school size and a range of record-keeping software being used. In all cases, the Superintendent has agreed to participate. The schools collectively provide us with a group of 100 students for whom transcripts will be loaded into the system. Each superintendent is receiving a letter with details.

**Institutional Review Board (IRB):** Because student records are involved, we needed to discuss the project with the officials

at UM responsible for Human Subjects Research. That has been done and the project is, in fact, exempt from oversight by the IRB. This requires that student records and identities will remain confidential.

**Contract with National Transcript Center:** The sole source procurement of the service and software of NTC has been authorized and final contract discussions with Mark Johnson at NTC are underway.

**Entering of transcript information:** We expect to have the K-12 schools enter information into the NTC system with the help of Mark Johnson during the remainder of October and into November. This will be done through a one-day session with Mark in attendance. Technical help will be provided to those schools that require it. After the transcript loading is complete, we will itemize the issues applicable to a state-wide implementation.

**ATTACHMENTS:** None