



**COMMONWEALTH of VIRGINIA
Department of Education**

June 6, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Electronic Transcripts Contract Award Notice

The Department of Education (DOE) recently announced that Parchment, Inc. was awarded the contract to provide electronic transcript services to Virginia school divisions. The contract is for three years, plus two optional one-year renewals. Current e-transcript users will have their archived transcripts in the National Transcript Center moved into the new Parchment service.

As with the previous contract, there will be no charge to the school divisions or public institutions of higher education. Our goal is rapid deployment of the service to 120 school divisions within two years.

There are many other details to share with you. We will be sending out more information and hosting a number of webinars to introduce you to the features and functions of the new service and to answer any questions you may have. Erin Gevirtz, Account Representative at Parchment Inc., will contact someone in your division with more information. You can contact her directly at 480-719-1646 or via e-mail at egevirtz@parchment.com.

We are also establishing an Electronic Transcript Users Group with representatives from divisions, schools and institutions of higher education. In order to get electronic transcript information out to the right people, the DOE will be establishing an Electronic Transcript Contact Person and an Electronic Transcript Coordinator Contact Person in the Educational Registry Application in SSWS. Please contact your division's SSWS Administrator to establish your division's contacts. Each school division should establish a person responsible for disseminating information and coordinating installation for electronic transcripts. Please send your questions to Peter.Coleman@doe.virginia.gov.

SRS/SMW/pwc