

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:** October 17, 2025

TOPIC/TITLE: Transcript, Test Scores, Graduation Fees

PRESENTER: Josh Rayburn

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☐ ACTION REQUESTED AT THIS MEETING
- ☒ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

Board approves all fees collected by the district.

SUMMARY OF MAJOR ELEMENTS:

These fees are used to cover the cost of Parchment, our collection software for transcripts and other graduation information. The district still has to provide the information but Parchment acts as our third-party service. Parchment has been covered by the state in the past but will soon be the district's responsibility. Each graduating senior has a grace period established by KDE to get a free transcript through Parchment. Our previous cost for transcripts were \$5. Parchment has a processing fee on top of these and our request is within average of other school districts. We do not pay the processing fee. Parchment will charge 20% of our fee plus their processing fee. These fees will be used to supplant the cost of the software cost for future years.

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☒ Recommended ☐ Not Recommended

Yoni Jones 10/22/25



WOODFORD COUNTY PUBLIC SCHOOLS

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Dr. Lori Jones, Superintendent



Updated: October 2025

Each request for graduation information incurs a processing fee, as detailed below. These district fees do not include any additional charges from collection software.

Transcript Fees

Grace Period- no cost

Transcript cost after the grace period- \$10

Additional Fees

There are no grace periods for these fees. Documents may not be available on this list. Availability is based on the Kentucky Department for Libraries and Archives Retention Schedule.

Test Scores- \$20

Graduation Verification- \$20

Any additional requests for school verifications or reports (IEPs, ect.)- varies, up to \$20

BOARD MEMBERS

Adam Brickler, Chair – Ambrose Wilson, Vice Chair
KT Gould – Sarah McCoun – Sherri Springate

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