



SUPERINTENDENT OF PUBLIC INSTRUCTION

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March 12, 2012

(X) Action Required
Due: December 31, 2012
(X) Informational

BULLETIN NO. 013-12 ASSESSMENT AND STUDENT INFORMATION

TO: Educational Service District Superintendents
School District Superintendents
High School and Middle School Principals
High School and Middle School Registrars
High School and Middle School Counselors
Washington School Information Processing Consortia
Student Information System Vendors
District Assessment Coordinators

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Washington State Standardized High School Transcript Changes and Implementation Schedule

CONTACT: Deb Came, Director of Student Information
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A new transcript format, including new elements and values, is required for all high school student transcripts starting in the 2012–13 school year. School district staff are encouraged to work with their student information system vendors to incorporate the new changes as quickly as possible, but **no later than December 31, 2012**.

Washington state public high schools are required to use the “Washington State Standardized High School Transcript.” An accurate record of a high school student’s academic history is essential to communicate all high school level courses attempted including grades, schools attended, and other required data. Transcripts cannot include anything more than what is listed in the Revised Code of Washington (RCW), the Washington Administrative Code (WAC), and the Washington State Standardized High School Transcript Developer/User Guide, which you can download at: <http://www.k12.wa.us/transcripts/>. RCW 28A.230.125 establishes that a standardized high school transcript shall be used by all public high schools in the state. The description of requirements for the state standardized high school transcript is provided in WAC 392-415 “Secondary Education Standardized High School Transcript.”

Based upon the recommendations of the High School Transcript Advisory Committee and public input, the Washington State Standardized Transcript, Developer/User Guide, and Frequently Asked Questions have been modified and will be available online in March at: <http://www.k12.wa.us/transcripts/>. Please note that content in the “Additional State Requirements” section is based on the graduation requirement year for each student, but the format is used for all students starting in the 2012–13 school year.

The following is a summary of the additions and changes to the Washington State Standardized Transcript:

1. Add Graduation Requirements Year in the header.
2. Add Course Designation Codes:
 - a. Local Competency Test (L)
 - b. National Competency Test (N)
 - c. Quantitative (Q)
 - d. Science Lab (S)
3. Add State Course Codes.
4. Add Washington State History in the Additional State Requirements section.
5. Add a new section that is optional for districts labeled Additional District Requirements.

Incorporate the new changes no later than December 31, 2012.

If you have any questions regarding transcripts, please contact Kristina Quimby directly at (360) 725-4470, or e-mail kristina.quimby@k12.wa.us. You may also contact Deb Came at (360) 725-6356 or e-mail deb.came@k12.wa.us. The agency TTY number is (360) 664-3631.

K–12 EDUCATION

Alan Burke, Ed.D.
Deputy Superintendent

ASSESSMENT AND STUDENT INFORMATION

Robin Munson, Ph.D.
Assistant Superintendent

Attachment: Washington State High School Transcript (changes in red)

