

Washington State

Standardized
High School Transcript



Chris Reykdal

**State Superintendent of
Public Instruction**

Developer / User Guide

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<http://www.k12.wa.us/transcripts>

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

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1 Introduction

Washington State public high schools that serve students who are attempting high school credit are required to use the Washington State Standardized High School Transcript. This guide provides the specifications for the standardized transcript, and this guide is only intended for public schools that fall under the supervision of The Office of Superintendent of Public Instruction. Home schools and private schools are not required to follow the same transcript regulations.

The Washington State Standardized High School Transcript underwent a major revision in October 2004, effective fall 2005. That revision included significant changes made to both the content and layout of the document. The revisions of October 2004 were documented in Version 1.0 of this guide.

Since that time, the October 2004 new requirement to post WASL scores on the high school transcript was subsequently deleted during the 2006 legislative session (ESSB 6475). This change was to be implemented no later than June 2007.

In the 2007 legislative session, two additional changes to the High School Transcript were signed into law. First, the ownership of the transcript rules has transferred from the State Board of Education to that of the Office of Superintendent of Public Instruction. Second, changes to the requirements for a Certificate of Academic Achievement and for a Certificate of Individual Achievement necessitate additional clarification to the documentation of transcript entries.

In November 2010, a High School Transcript Advisory Committee was formed to evaluate and make recommendations regarding the High School Transcript. This committee consisted of representatives of OSPI, State Board of Education, Office of the Attorney General, institutions of higher education, and school districts. Based on the recommendations of this committee and public input, the transcript was revised to include the graduation requirements year, state course codes, Washington State History in the “Additional State Requirements” section, additional course designation codes, and a new “Additional District Requirements” section that is optional for districts to use. The new transcript formats, elements, and values are required for all high school student transcripts starting in the 2012–13 school year; however, the content in the “Additional State Requirements” section is still based on the student’s graduation requirement year. These changes are to be implemented no later than December 31, 2012.

It is with these changes that this guide has been updated in order to provide clear guidance to the rules that districts may follow in implementing high school transcript reporting requirements. In addition, this guide is intended to assist the design work and development necessary to produce a successful production of Washington State Standardized High School Transcripts.

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STUDENT INFORMATION: WASHINGTON STATE HIGH SCHOOL TRANSCRIPT. Student: CURTIS, MARTHA PARKS. Schools Attended: EVERETT HS, ALBURN WA, ALEXANDER, WA, EVERETT, WA.

COURSE DESIGNATION KEY:
 I = Initial Placement, Q = Quantitative, N = Non-Instructional
 B = COLLEGE, C = Cambridge Program, S = Science Lab
 L = Local Comp Test, T = Technical Comp Test

ACADEMIC RECORD: Lists courses such as ENGLISH, TECH LITERACY, PREDICTIVE TRACK, and MATH ALGEBRA with associated credits and grades.

STUDENT INFORMATION: WASHINGTON STATE HIGH SCHOOL TRANSCRIPT. Student: CURTIS, MARTHA PARKS. Schools Attended: EVERETT HS, ALBURN WA, ALEXANDER, WA, EVERETT, WA.

COURSE DESIGNATION KEY:
 I = Initial Placement, Q = Quantitative, N = Non-Instructional
 B = COLLEGE, C = Cambridge Program, S = Science Lab
 L = Local Comp Test, T = Technical Comp Test

ACADEMIC RECORD: Lists courses such as ENGLISH, TECH LITERACY, PREDICTIVE TRACK, and MATH ALGEBRA with associated credits and grades.

Fig. 1-a

Fig. 1-b

Conventions of this guide:

Items found in parentheses () are implied information. Explicit headings or descriptors for the data element that is enclosed in parentheses are thought to be unnecessary.

In formatting, the use of ellipsis in describing a data element's format indicates that the data type is of variable length from 1 to the maximum length of field.

For example:

X... would be the format for SCHOOL NAME where the school's name could be of one or more characters.

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2 Layout

The transcript document has three primary sections; a header, a body and a footer.

An overall theme to the layout is that if a data element does not apply to a student, the data element and associated headings for the data element should not be printed. For example, students who have earned a CAA or a CIA should only have one or the other of the CAA/CIA determinations printed on the transcript, and students who have not earned either should not have either determination printed on the transcript (see the data element sections for these two elements for more information).

Header

Body

Footer

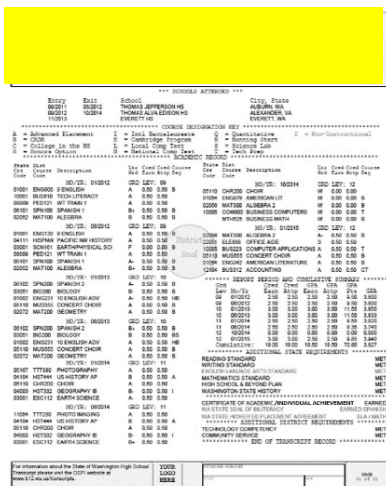


Fig. 2-a

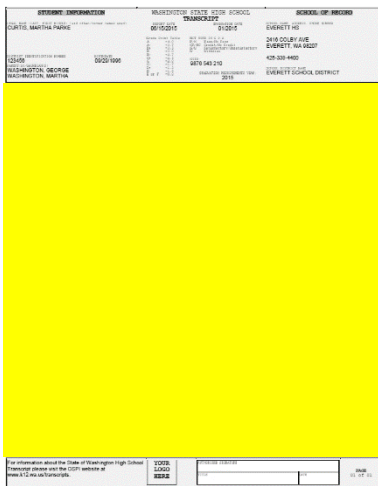


Fig. 2-b

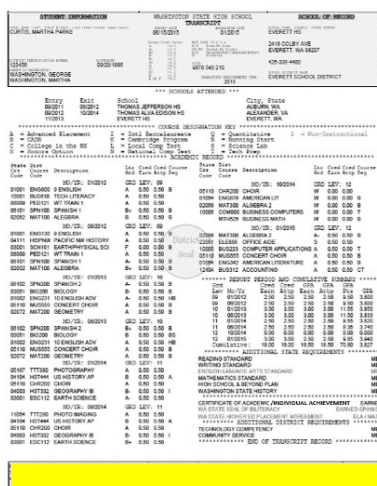


Fig. 2-c

Fonts:

The target font to layout the document for variable data is Courier®.

The target font to layout the document for form data is Arial®.

These fonts were chosen to accommodate both laser printers and line printers, keeping the look and feel of the document relatively the same regardless of the print technology used to produce the document.

Please note: Due to variations in printer technologies some size parameters provided within this guide are approximations. Where data element size can be approximated these elements will be so indicated. Data elements that are fixed in size will be indicated only by the absolute size of the element.

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Type Case:

The variable data stream elements found in this document have type case parameters. In general, for headings of sections and subsections the type case is all upper case, heading elements within sections or subsections are of mixed case (first character of each word or word abbreviation is upper case and the rest of the word or word abbreviation is lower case), all upper case is used for non-heading data (e.g., the actual student's legal name would be in all upper case).

Paper Stock:

Transcript paper must be white in color and 8.5x11 inches in size.

There is no requirement to use 'secure paper' when producing printed transcripts.

The recommended minimum paper specification is as follows:

- 20lb
- 8.5x11 inches
- 84 brightness
- White
- Standard Business paper

Shading:

The color of the shaded areas should be gray. There is no specification for the degree of shading on the printed document for areas that are shaded on the form. It is recommended that the degree of shading be kept very light. This recommendation is to address the possible business need to FAX a transcript without having the information in the shaded area turn to black by some FAX machines.

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2.1.1.1 LEGAL NAME

STUDENT INFORMATION	
[Redacted]	
DISTRICT IDENTIFICATION NUMBER	BIRTHDATE
XXXXXXXXXXXXXXXXXXXXXXXXXX	MM/DD/YYYY
PARENT(S)/GAUARDIAN(S)	
XX	
XX	

Fig. 2.1.1.1-a

STUDENT INFORMATION	
[Redacted]	
DISTRICT IDENTIFICATION NUMBER	BIRTHDATE
123456	09/29/1996
PARENT(S)/GAUARDIAN(S)	
WASHINGTON, GEORGE	
WASHINGTON, MARTHA	

Fig. 2.1.1.1-b

Data Type: Character **Length:** approx. 36 **Number of Lines:** approx. 5

Format: X..., X... X...

Description: The student's legal name including their last name, first name and if applicable their middle name(s) or middle initial(s) and other or former names used. The layout should be as follows: Last Name (including suffix if applicable), First Name MI.

Business Rules: All known current and former legal names should be printed in the space provided as well as other names used.

Notes: Space is provisioned on the document to include the student's current legal name as well as any known former legal names they may have been known by in the past as well as other/former names used. Where former names are known but it is not legally allowed to release said name(s), do not provided these names (e.g., witness relocation protection).

Example: CURTIS III, ROGER PARKE

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2.1.1.2 DISTRICT IDENTIFICATION NUMBER

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used]	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	BIRTHDATE
	MM/DD/YYYY
PARENT(S) / GAURDIAN(S)	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

Fig. 2.1.1.2-a

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used]	
CURTIS, MARTHA PARKE	
	BIRTHDATE
	09/29/1996
PARENT(S) / GAURDIAN(S)	
WASHINGTON, GEORGE	
WASHINGTON, MARTHA	

Fig. 2.1.1.2-b

Data Type: Character **Length:** approx. 23 **Number of Lines:** approx. 1

Format: X...

Description: The student’s district student identification number (if applicable).

Business Rules:

Notes: This is not the State Student Identification Number (SSID).

Example: 123456

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2.1.1.3 BIRTHDATE

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used]	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
DISTRICT IDENTIFICATION NUMBER	
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
PARENT(S)/GAUARDIAN(S)	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	

Fig. 2.1.1.3-a

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used]	
CURTIS, MARTHA PARKE	
DISTRICT IDENTIFICATION NUMBER	
123456	
PARENT(S)/GAUARDIAN(S)	
WASHINGTON, GEORGE	
WASHINGTON, MARTHA	

Fig. 2.1.1.3-b

Data Type: Date **Length:** 10 **Number of Lines:** 1

Format: MM/DD/YYYY

Description: The student's birthdate.

Business Rules:

Notes:

Example: 10/12/1969

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2.1.1.4 PARENT(S)/GUARDIAN(S)

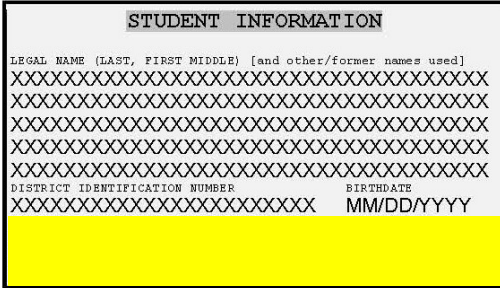


Fig. 2.1.1.4-a

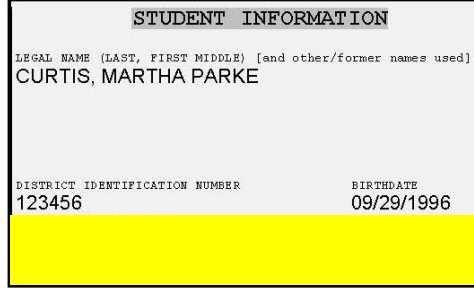


Fig. 2.1.1.4-b

Data Type: Character **Length:** approx. 36 **Number of Lines:** 2

Format: X..., X... X...

Description: The student’s parent’s name(s) and/or the student’s guardian’s name(s) including their last name, first name and if applicable middle name(s) or middle initial(s).

Business Rules:

Notes:

Example: WASHINGTON, GEORGE

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2.1.2 (ADMINISTRATIVE INFORMATION) Section

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE MM/DD/YYYY	GRADUATION DATE MM/YYYY
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	#### ##
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	GRADUATION REQUIREMENTS YEAR: YYYY

Fig. 2.1.2-a

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE 06/15/2015	GRADUATION DATE 01/2015
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	9876 543 210
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	GRADUATION REQUIREMENTS YEAR: 2015

Fig. 2.1.2-b

Description: The administrative information section contains data elements that describe information useful for time alignment of transcript data information (e.g., you have two transcripts for the same student, which one is the most current?) as well as table references for grades (the Grade Point Table).

Notes: There is no heading for this section. The Document Title (Washington State High School Transcript), Grade Point Table, and elements NOT USED IN G.P.A. should be found on the pre-printed form or on the forms overlay.

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2.1.2.1 REPORT DATE

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
	GRADUATION DATE MM/YYYY
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	#### ##
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	GRADUATION REQUIREMENTS YEAR: YYYY

Fig. 2.1.2.1-a

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
	GRADUATION DATE 01/2015
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	9876 543 210
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	GRADUATION REQUIREMENTS YEAR: 2015

Fig. 2.1.2.1-b

Data Type: Date **Length:** 10 **Number of Lines:** 1

Format: MM/DD/YYYY

Description: The date the transcript was generated and/or printed.

Business Rules:

Notes:

Example: 10/03/2004

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2.1.2.2 GRADUATION DATE

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE	MM/DD/YYYY
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	#### ##
C- =1.7	
D+ =1.3	GRADUATION REQUIREMENTS YEAR:
D =1.0	YYYY
E or F =0.0	

Fig. 2.1.2.2-a

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE	06/15/2015
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	9876 543 210
C- =1.7	
D+ =1.3	GRADUATION REQUIREMENTS YEAR:
D =1.0	2015
E or F =0.0	

Fig. 2.1.2.2-b

Data Type: Date **Length:** 7 **Number of Lines:** 1

Format: MM/YYYY

Description: The date the student graduated, including the month and year.

Business Rules: Only to be printed when a student has graduated from high school; otherwise, do not print this element. Once this graduation date is printed on the transcript, there should not be additional high school credits added to this transcript record. If the student continues to take high school courses for credit, then the student is an “enrolled student” per WAC 392-121-106. A student who has “graduated” is considered an enrollment exclusion per WAC 392-121-108.

Notes:

Example: 06/2009

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2.1.2.3 State Student ID (SSID)

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE	GRADUATION DATE
MM/DD/YYYY	MM/YYYY
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	
C =2.0	
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	
	GRADUATION REQUIREMENTS YEAR: YYYY

Fig. 2.1.2.3-a

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE	GRADUATION DATE
06/15/2015	01/2015
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	
C =2.0	
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	
	GRADUATION REQUIREMENTS YEAR: 2015

Fig. 2.1.2.3-b

Data Type: Character **Length:** 12 **Number of Lines:** 1

Format: ##### ### ###

Description: The State Student ID (SSID) assigned to the student through the OSPI data reporting process.

Business Rules:

Notes:

Example: 9876 543 210

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2.1.2.4 GRADUATION REQUIREMENTS YEAR

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE	GRADUATION DATE
MM/DD/YYYY	MM/YYYY
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	#### ##
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	

Fig. 2.1.2.4-a

WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	
REPORT DATE	GRADUATION DATE
06/15/2015	01/2015
Grade Point Table	NOT USED IN G.P.A.
A =4.0	P/N Pass/No Pass
A- =3.7	CR/NC Credit/No Credit
B+ =3.3	S/U Satisfactory/Unsatisfactory
B =3.0	W Withdraw
B- =2.7	
C+ =2.3	SSID:
C =2.0	9876 543 210
C- =1.7	
D+ =1.3	
D =1.0	
E or F =0.0	

Fig. 2.1.2.4-b

Data Type: Character **Length:** 4 **Number of Lines:** 1

Format: YYYY

Description: The year for which the student is held accountable for meeting the requirements of graduation.

Business Rules:

Notes:

Example: 2009

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2.1.3 SCHOOL OF RECORD Section

SCHOOL OF RECORD
SCHOOL NAME, ADDRESS, PHONE NUMBER XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX ### ### ###
SCHOOL DISTRICT NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Fig. 2.1.3-a

SCHOOL OF RECORD
SCHOOL NAME, ADDRESS, PHONE NUMBER EVERETT HS 2416 COLBY AVE EVERETT, WA 98207 425-339-4400
SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT

Fig. 2.1.3-b

Description: The SCHOOL OF RECORD section contains data elements that describe contact information related to the school issuing the transcript. Must include school name, address and phone number.

Notes: The heading for this section should be found on the pre-printed form or on the forms overlay.

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2.1.3.1 SCHOOL NAME

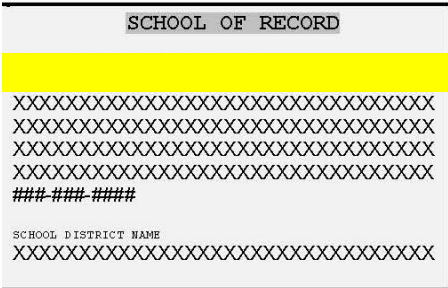


Fig. 2.1.3.1-a



Fig. 2.1.3.1-b

Data Type: Character **Length:** approx. 32 **Number of Lines:** 1

Format: X...

Description: The name of the school issuing the transcript.

Business Rules:

Notes:

Example: Everett HS

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2.1.3.2 SCHOOL ADDRESS

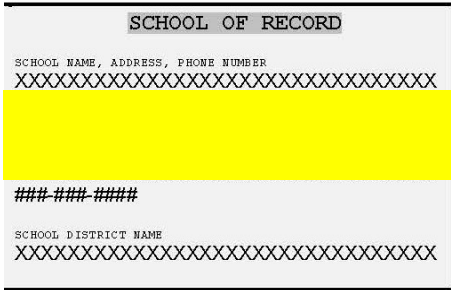


Fig. 2.1.3.2-a

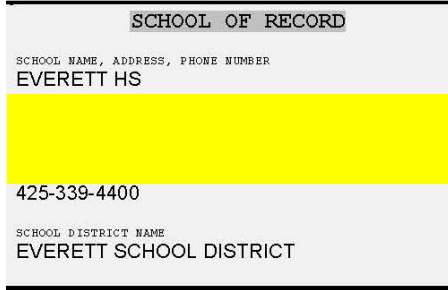


Fig. 2.1.3.2-b

Data Type: Character **Length:** approx. 32 **Number of Lines:** 4

Format:

- 2.1.2.2.1 (ADDRESS LINE 1): X...
- 2.1.2.2.1 (ADDRESS LINE 2): X...
- 2.1.2.2.1 (ADDRESS LINE 3): X...
- 2.1.2.2.1 (ADDRESS LINE 4): X..., X... #... [City, State Zip Code(+4)]

Description: The address of the school issuing the transcript.

Business Rules: Address Line 4 can become Address Line 3 or Address Line 2 in the event that these are not used for other address data (compressing the address lines).

Notes:

Example:

2416 COLBY AVE EVERETT, WA 98201	123 MARINER WAY PO BOX 7360 EVERETT, WA 98201	14467 WESTBROOK DRIVE SUITE 65 ATTN: RECORDS DEPT EVERETT, WA 98201
-------------------------------------	---	--

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2.1.3.3 SCHOOL PHONE NUMBER

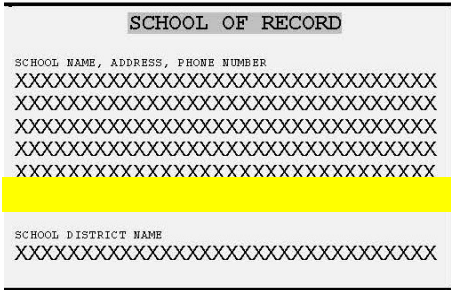


Fig. 2.1.3.3-a



Fig. 2.1.3.3-b

Data Type: Character **Length:** approx. 12 **Number of Lines:** 1

Format: X...

Description: The phone number of the school issuing the transcript.

Business Rules:

Notes:

Example: 425-339-4400

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2.1.3.4 SCHOOL DISTRICT NAME

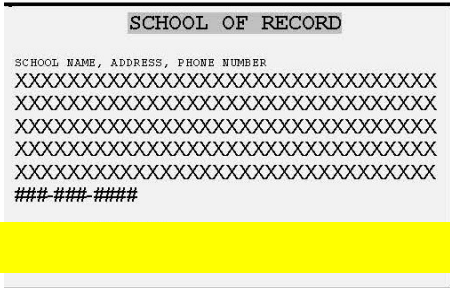


Fig. 2.1.3.4-a

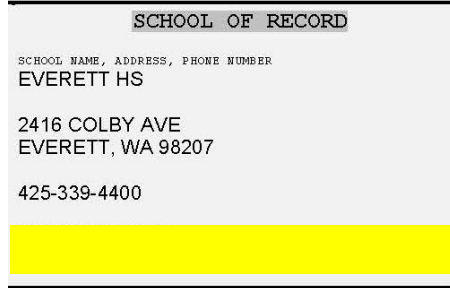


Fig. 2.1.3.4-b

Data Type: Character **Length:** approx. 32 **Number of Lines:** 1

Format: X...

Description: The name of the school district issuing the transcript.

Business Rules:

Notes:

Example: EVERETT SCHOOL DISTRICT

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2.2 Body

The Body of the Washington State Standardized High School Transcript is composed of two sections.

The first is the SCHOOLS ATTENDED section.

This section has a heading of the following format:

*** SCHOOLS ATTENDED ***

The second is the (ACADEMIC RECORD, REPORT PERIOD AND CUMULATIVE SUMMARY, ADDITIONAL STATE REQUIREMENTS, and optional ADDITIONAL DISTRICT REQUIREMENTS) section; this section is composed of two columns.

There are several sub-sections in this section each having its own heading of the following format:

... HEADING *...*

Reporting period is used throughout this section and should be reported as the last month and year of the reporting period.

*** SCHOOLS ATTENDED ***									
	Entry	Exit	School	City, State	School	City, State			
	09/2011	06/2012	THOMAS JEFFERSON HS	AUBURN, WA	THOMAS ALVA EDISON HS	ALEXANDER, VA			
	11/2013		EVERETT HS	EVERETT, WA					
***** COURSE DESIGNATION KEY *****									
A = Advanced Placement	I = Intl Baccalaureate	Q = Quantitative	Z = Non-Instructional						
B = CAGR	K = Cambridge Program	R = Running Start							
C = College in the HS	L = Local Comp Test	S = Science Lab							
H = Honors Option	N = National Comp Test	T = Tech Prep							
***** ACADEMIC RECORD *****									
State Dist	Course	Description	Ltr	Cred	Cred	Course	State Dist	Course	Description
Code	Code						Code	Code	
MO/YR: MM/YYYY GRD LEV: ##									
01001	ENG900	9 ENGLISH	A	0.50	0.50	B	05110	CHR200	CHOIR
10001	BUS610	TECH LITERACY	A	0.50	0.50	B	01054	ENG879	AMERICAN LIT
08009	PED121	WT TRAIN 1	A	0.50	0.50	B	02056	MAT300	ALGEBRA 2
06101	SPN100	SPANISH I	B+	0.50	0.50	B	10005	COM900	BUSINESS COMPUTERS
02052	MAT100	ALEGBRA	B	0.50	0.50	B	MTH525	BUSINESS MATH	W 0.00 0.00 B
MO/YR: 06/2012									
01001	ENG130	9 ENGLISH	A	0.50	0.50	B	02056	MAT300	ALGEBRA 2
04111	HISPNW	PACIFIC NW HISTORY	A	0.50	0.50	B	22059	ELI999	OFFICE AIDE
03001	SCN161	EARTH/PHYSICAL SCI	F	0.00	0.00	B	10005	BUS223	COMPUTER APPLICATIONS
08009	PED121	WT TRAIN 1	A	0.50	0.50	B	05110	MUS555	CONCERT CHOIR
06101	SPN100	SPANISH I	A-	0.50	0.50	B	01054	ENG342	AMERICAN LITERATURE
02052	MAT100	ALEGBRA	B+	0.50	0.50	B	12104	BUS312	ACCOUNTING
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****									
MO/YR: MM/YYYY	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##	GRD LEV: ##
06101	SPN200	SPANISH 2	A-	0.50	0.50	B	06101	SPN200	SPANISH 2
03051	BIO200	BIOLOGY	B-	0.50	0.50	B	03051	BIO200	BIOLOGY
01002	ENG231	10 ENGLISH ADV	A-	0.50	0.50	HB	01002	ENG231	10 ENGLISH ADV
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	05110	MUS555	CONCERT CHOIR
02072	MAT200	GEOMETRY	A	0.50	0.50	B	02072	MAT200	GEOMETRY
MO/YR: 06/2013									
06102	SPN200	SPANISH 2	B+	0.50	0.50	B	06102	SPN200	SPANISH 2
03051	BIO200	BIOLOGY	B	0.50	0.50	BS	03051	BIO200	BIOLOGY
01002	ENG231	10 ENGLISH ADV	A	0.50	0.50	HB	01002	ENG231	10 ENGLISH ADV
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	05110	MUS555	CONCERT CHOIR
02072	MAT200	GEOMETRY	A	0.50	0.50	B	02072	MAT200	GEOMETRY
MO/YR: 01/2014									
05167	TTT380	PHOTOGRAPHY	A	0.50	0.50	B	05167	TTT380	PHOTOGRAPHY
04104	HST444	US HISTORY AP	B	0.50	0.50	A	04104	HST444	US HISTORY AP
05110	CHR200	CHOIR	A	0.50	0.50	B	05110	CHR200	CHOIR
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I	04003	HST332	GEOGRAPHY IB
03001	ESC112	EARTH SCIENCE	A-	0.50	0.50	B	03001	ESC112	EARTH SCIENCE
MO/YR: 06/2014									
11054	TTT280	PHOTO IMAGING	A	0.50	0.50	B	11054	TTT280	PHOTO IMAGING
04104	HST444	US HISTORY AP	B	0.50	0.50	A	04104	HST444	US HISTORY AP
05110	CHR200	CHOIR	A	0.50	0.50	B	05110	CHR200	CHOIR
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I	04003	HST332	GEOGRAPHY IB
03001	ESC112	EARTH SCIENCE	B+	0.50	0.50	B	03001	ESC112	EARTH SCIENCE

Fig. 2.2-a

Fig. 2.2-b

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2.2.1 SCHOOLS ATTENDED

```
*** SCHOOLS ATTENDED ***
```

Entry	Exit	School	City, State
MM/YYYY	MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MM/YYYY	MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MM/YYYY	MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MM/YYYY	MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
MM/YYYY	MM/YYYY	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Fig. 2.2.1.1-a

```
*** SCHOOLS ATTENDED ***
```

Entry	Exit	School	City, State
09/2011	06/2012	THOMAS JEFFERSON HS	AUBURN, WA
09/2012	10/2014	THOMAS ALVA EDISON HS	ALEXANDER, VA
11/2013		EVERETT HS	EVERETT, WA

Fig. 2.2.1.1-b

Data Type: Character **Length:** 24 **Number of Lines:** 1...

Format: *...* X...X *...*

Description: This section’s variable data is composed of, at a minimum, one record, and is limited only by the total number of schools attended by the student.

Business Rules: All schools where high school credit was attempted or earned shall be listed in this section. For example, if the student attended four schools where they attempted high school credit, there would be four records in this section. This is not restricted to high schools; any school where high school credit was attempted shall be listed, including middle schools or other schools where high school level courses are offered and high school credit may be attempted.

This section should be found only on the first page of a multi-page transcript.

This section is a single column of data different from the section and subsections that follow in the body of the document. The schools attended should be listed chronologically by entry date, oldest entry date first. If a single school is attended at two different points of time, then the school will be listed here twice with the corresponding entry dates.

Notes:

Example: *** SCHOOLS ATTENDED ***

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2.2.1.1 Entry

```
*** SCHOOLS ATTENDED ***  
Exit      School      City, State  
MM/YYYY  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.1-a

```
*** SCHOOLS ATTENDED ***  
Exit      School      City, State  
06/2012  THOMAS JEFFERSON HS  AUBURN, WA  
10/2014  THOMAS ALVA EDISON HS  ALEXANDER, VA  
          EVERETT HS          EVERETT, WA
```

Fig. 2.2.1-b

Data Type: Date **Length:** 7 **Number of Lines:** 1

Format: MM/YYYY

Description: The date the student entered school.

Business Rules:

Notes:

Example: 10/2004

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2.2.1.2 Exit

```
*** SCHOOLS ATTENDED ***  
Entry      School      City, State  
MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.2-a

```
*** SCHOOLS ATTENDED ***  
Entry      School      City, State  
09/2011   THOMAS JEFFERSON HS  AUBURN, WA  
09/2012   THOMAS ALVA EDISON HS  ALEXANDER, VA  
11/2013   EVERETT HS  EVERETT, WA
```

Fig. 2.2.2-b

Data Type: Date **Length:** 7 **Number of Lines:** 1

Format: MM/YYYY

Description: The date the student exited school.

Business Rules: If the student never exited the school leave this area of the record blank.

Notes:

Example: 11/2004

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2.2.1.3 School

```
*** SCHOOLS ATTENDED ***  
Entry      Exit      City, State  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.3-a

```
*** SCHOOLS ATTENDED ***  
Entry      Exit      City, State  
09/2011   06/2012   AUBURN, WA  
09/2012   10/2014   ALEXANDER, VA  
11/2013   11/2013   EVERETT, WA
```

Fig. 2.2.3-b

Data Type: Character **Length:** approx. 32 **Number of Lines:** 1

Format: X...

Description: The name of the school attended where high school credit was attempted.

Business Rules:

Notes:

Example: EVERETT HS

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2.2.1.4 City, State

```
*** SCHOOLS ATTENDED ***  
Entry      Exit      School  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
MM/YYYY   MM/YYYY   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```



Fig. 2.2.1.4-a

```
*** SCHOOLS ATTENDED ***  
Entry      Exit      School  
09/2011   06/2012   THOMAS JEFFERSON HS  
09/2012   10/2014   THOMAS ALVA EDISON HS  
11/2013  
EVERETT HS
```



Fig. 2.2.1.4-b

Data Type: Character **Length:** approx. 32 **Number of Lines:** 1

Format: X..., X...

Description: The city and state of the school attended where high school credit was attempted.

Business Rules:

Notes:

Example: EVERETT, WA

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2.2.2 COURSE DESIGNATION KEY

A = Advanced Placement	I = Intl Baccalaureate	N = National Comp Test	T = CTE Dual Credit (Tech Prep)
B = CADR	K = Cambridge Intl	Q = Quantitative	Z = Non=Instructional
C = College in the HS	L = Local Comp Test	R = Running Start	
H = Honors Option		S = Science Lab	

Fig. 2.2.2

Data Type: Character **Length:** approx. 106 **Number of Lines:** 3

Format:

Heading: *...* X...X *...*

Data: X = X... X = X...

Description: The list of course designations is comprised of a code-to-description key for the course designation codes that are used for courses in the ACADEMIC RECORD sub-section. Course designations are used in the 'Course Dsg' column of the ACADEMIC RECORD sub-section.

Business Rules:

Courses that are listed as **Advanced Placement (A)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Cambridge International (K)
- ~~College in the High School (C)~~
- Honors (H)
- International Baccalaureate (I)
- Local Competency Test (L)
- National Competency Test (N)
- Running Start (R)
- Non-Instructional (Z)

Courses that are listed as **Cambridge International Program (K)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- ~~College in the High School (C)~~
- **Honors (H)**
- International Baccalaureate (I)
- Local Competency Test (L)
- National Competency Test (N)

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- Running Start (R)
- Non-Instructional (Z)

Courses that are listed as **College in the High School (C)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- ~~Advanced Placement (A)~~
- Honors (H)
- ~~Cambridge Program (K)~~
- ~~International Baccalaureate (I)~~
- Local Competency Test (L)
- National Competency Test (N)
- Running Start (R)
- CTE Dual Credit (Tech Prep) (T)
- Non-Instructional (Z)

Courses that are listed as **Honors (H)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge International (K)
- College in the High School (C)
- International Baccalaureate (I)
- Local Competency Test (L)
- National Competency Test (N)
- Running Start (R)
- CTE Dual Credit (Tech Prep) (T)
- Non-Instructional (Z)

Courses that are listed as **International Baccalaureate (I)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge International (K)
- ~~College in the High School (C)~~
- Honors (H)
- Local Competency Test (L)
- National Competency Test (N)
- Running Start (R)
- CTE Dual Credit (Tech Prep) (T)
- Non-Instructional (Z)

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Courses that are listed as **Local Competency Test (L)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge International (K)
- College in the High School (C)
- **Honors (H)**
- International Baccalaureate (I)
- National Competency Test (N)
- Running Start (R)
- **CTE Dual Credit (Tech Prep) (T)**

Courses that are listed as **National Competency Test (N)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge International (K)
- College in the High School (C)
- **Honors (H)**
- International Baccalaureate (I)
- Local Competency Test (L)
- Running Start (R)
- **CTE Dual Credit (Tech Prep) (T)**

Courses that are listed as **Running Start (R)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge International (K)
- College in the High School (C)
- **Honors (H)**
- International Baccalaureate (I)
- Local Competency Test (L)
- National Competency Test (N)
- **CTE Dual Credit (Tech Prep) (T)**
- Non-Instructional (Z)

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Courses that are listed as **CTE Dual Credit (Tech Prep) (T)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Cambridge International (K)
- ~~College in the High School (C)~~
- Honors (H)
- International Baccalaureate (I)
- Local Competency Test (L)
- National Competency Test (N)
- Running Start (R)
- Non-Instructional (Z)

Courses that are listed as **Non-Instructional (Z)** cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge International (K)
- College in the High School (C)
- Honors (H)
- International Baccalaureate (I)
- Running Start (R)
- Science Lab (S)
- CTE Dual Credit (Tech Prep) (T)

Notes: The following additional values may be used beginning in the 2012-2013 school year:

- L = Local Comp Test
- N = National Comp Test
- Q = Quantitative
- S = Science Lab

The following value may be used beginning in the 2015-2016 school year:

- Z = Non-Instructional

The Cambridge International Program (K) includes the following international curriculum/assessment programs of study offered by University of Cambridge:

- General Certificate of Education (GCE) Advanced (A) and Advanced Subsidiary (AS) level courses
- International General Certificate of Secondary Education (IGCSE) level courses

AP and IB courses must include the official AP or IB course title or abbreviation. This allows receiving institutions to determine the specific AP or IB course. If districts wish to also display their chosen course title, the district may include the official AP or IB course title/abbreviation in brackets either before or after the

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district course title. For more information on approved and acceptable official AP course title abbreviations, go to [AP Courses and Exams](#). Approved IB course titles are available in Appendix Q of the CEDARS Manual.

Example:

A = Advanced Placement	I = Intl Baccalaureate	N = National Comp Test	T = CTE Dual Credit (Tech Prep)
B = CADR	K = Cambridge Intl	Q = Quantitative	Z = Non=Instructional
C = College in the HS	L = Local Comp Test	R = Running Start	
H = Honors Option		S = Science Lab	

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2.2.3 ACADEMIC RECORD

```
***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: MMYYYY GRD LEV: ##
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
```

Fig. 2.2.3-a

```
***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2012 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
```

Fig. 2.2.3-b

Data Type: Character **Length:** approx. 105 **Number of Lines:** 1

Format: *...* X...X *...*

Description: The student's academic history for all high school level courses attempted. This section includes all courses in which high school credit was attempted. Courses from which students have withdrawn must be reported as well as completed courses.

Business Rules: This sub-section is grouped by reporting period, oldest reporting period first, where reporting period is reported as the last month and year of the reporting period. For example, if a school is using semesters for their reporting period there would be two groups of records per year for the regular school year (this would not include a summer school reporting period). Each group would have an associated month and year for each semester with the grade level the student was assigned at the time of the reporting period. Each group would be followed by the course information pertinent to that group's records.

Notes:

Example:

***** ACADEMIC RECORD *****

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2.2.3.1 State Crs Code

```
***** ACADEM
Dist Course Description Ltr Cred Cred Course
Code Code Grd Earn Attp Dsg
MO/YR: MMYYYY GRD LEV: ##
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
XXXXXXXXXXXXXXXXXXXXXXt ## ## XXXXXX
```

Fig. 2.2.3.1-a

```
***** ACADEM
Dist Course Description Ltr Cred Cred Course
Code Code Grd Earn Attp Dsg
MO/YR: 01/2012 GRD LEV: 09
ENG900 9 ENGLISH A 0.50 0.50 B
BUS610 TECH LITERACY A 0.50 0.50
SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
PED121 WT TRAIN 1 A 0.50 0.50
SPN100 SPANISH 1 B+ 0.50 0.50 B
MAT100 ALEGBRA B 0.50 0.50 B
```

Fig. 2.2.3.1-b

Data Type: Character

Length: 6

Number of Lines: 1

Format: #####

Description: The state course code for the course in which credit was attempted.

Business Rules: The state course code must be included for transfer courses if it can be determined.

Notes:

Example: WA0008 or 01003

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2.2.3.2 Dist Course Code

```

***** ACADEM
State Crs Description Ltr Cred Cred Course
Code   Grd Earn Attp Dsg
      MO/YR: MM/YYYY GRD LEV: ##
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX
##### XXXXXXXXXXXXXXXXXXXX XX± ### ### XXXXXX

```

Fig. 2.2.3.2-a

```

***** ACADEM
State Crs Description Ltr Cred Cred Course
Code   Grd Earn Attp Dsg
      MO/YR: 01/2012 GRD LEV: 09
01001 9 ENGLISH A 0.50 0.50 B
10001 TECH LITERACY A 0.50 0.50
03001 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 WT TRAIN 1 A 0.50 0.50
06101 SPANISH 1 B+ 0.50 0.50 B
02052 ALEGBRA B 0.50 0.50 B

```

Fig. 2.2.3.2-b

Data Type: Character **Length:** 6(...) **Number of Lines:** 1

Format: XXXXXX

Description: The district course code for the course in which credit was attempted.

Business Rules:

Notes: If your particular student information system uses more than 6 characters for course codes then you will need to shorten the course descriptions (see next data element) to allow room to display the longer course codes. The number of characters by which the course code exceeds the length of 6 is the number of characters that the description will need to be shortened.

Example: ENG202

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.3.3 Description

```

***** ACADEM
State Dist
Crs Course
Code Code
MO/YR: MM/YYYY GRD LEV: ##
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX
##### XXXXXX

```

Fig. 2.2.3.3-a

```

***** ACADEM
State Dist
Crs Course
Code Code
MO/YR: 01/2012 GRD LEV: 09
01001 ENG900
10001 BUS610
03001 SCN161
08009 PED121
06101 SPN100
02052 MAT100
A 0.50 0.50 B
A 0.50 0.50
D 0.00 0.00 B
A 0.50 0.50
B+ 0.50 0.50 B
B 0.50 0.50 B

```

Fig. 2.2.3.3-b

Data Type: Character **Length:** 20 **Number of Lines:** 1

Format: XXXXXXXXXXXXXXXXXXXXX

Description: The district course description for the course in which credit was attempted.

Business Rules:

Notes: If the previous data element, Dist Course Code, is longer than 6 characters, this element, Description, will need to be adjusted (shortened) to accommodate the additional space needed for the Dist Course Code element.

If additional room is needed for the Description, the Description may be continued on the line below as long as it is in the same placement/column as the first line. Although this will make the transcript longer, this will maintain the standard format of the transcript.

College in the High School (CHS) courses must provide the college’s curriculum abbreviation and course number that identifies the College in the High School approved course as a college course.

Example: MATH204 or ENGL101.

If the course is co-delivered the CHS course title must first provide the college’s curriculum abbreviation and course number followed by as much of the other course title as can fit.

Example: ENGL&101 AP Eng Lit. or MATH204 IB Mathe HL

Or

Example: ENGL101& AP English Lit
[AP Eng Lit]

AP and IB courses must include the official AP or IB course title or abbreviation. This allows receiving institutions to determine the specific AP or IB course. If districts wish to also display their chosen course title, the district may include the official AP or IB course title/abbreviation in brackets either before or after the district course title. For more information on approved and acceptable official AP course title abbreviations, go to [AP Courses and Exams](#). Approved AP and IB course titles are available in Appendix Q of the CEDARS Manual.

Example: ENGLISH 4

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.3.4 Ltr Grd

```

***** ACADEM
State Dist
Crs Course Description          Cred Cred Course
Code Code                        Earn Attp Deg
MO/YR: MM/YYYY          GRD LEV: ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX  ### ## XXXXXX

```

Fig. 2.2.3.4-a

```

***** ACADEM
State Dist
Crs Course Description          Cred Cred Course
Code Code                        Earn Attp Deg
MO/YR: 01/2012          GRD LEV: 09
01001  ENG900  9 ENGLISH          0.50 0.50 B
10001  BUS610  TECH LITERACY          0.50 0.50
03001  SCN161  EARTH/PHYSICAL SCI        0.00 0.00 B
08009  PED121  WT TRAIN 1                0.50 0.50
06101  SPN100  SPANISH 1                0.50 0.50 B
02052  MAT100  ALEGBRA                  0.50 0.50 B

```

Fig. 2.2.3.4-b

Data Type: Character **Length:** 2 **Number of Lines:** 1

Format: X± or XX

Description: The letter grade for the course in which credit was attempted.

Business Rules:

Allowable Values:

- | | | |
|----|----|------------------|
| A | P | (Pass) |
| A- | N | (No Pass) |
| B+ | CR | (Credit) |
| B | NC | (No Credit) |
| B- | S | (Satisfactory) |
| C+ | U | (Unsatisfactory) |
| C | W | (Withdraw) |
| C- | | |
| D+ | | |
| D | | |
| E | | |
| F | | |

Notes: Please see WAC 392-415-050 for more information.

Example: A-

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.3.5 Cred Earn

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Course
Code Code MO/YR: MM/YYYY GRD LEV: ## Attp Deg
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX+ ### XXXXXX

```

Fig. 2.2.3.5-a

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Course
Code Code MO/YR: 01/2012 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 B
10001 BUS610 TECH LITERACY A 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 B
08009 PED121 WT TRAIN 1 A 0.50
06101 SPN100 SPANISH 1 B+ 0.50 B
02052 MAT100 ALEGBRA B 0.50 B

```

Fig. 2.2.3.5-b

Data Type: Decimal **Length:** 3,2 **Number of Lines:** 1

Format: #.##

Description: The credits earned for the course in which credit was attempted.

Business Rules: All courses where the letter grade is from the GRADE POINT TABLE shall be included in the calculation of the GPA except if the student has retaken the course for grade improvement. In this case, the replaced course will have 0.00 Credit Earn, the grade may or may not be a passing grade (e.g., 'D'), and that course will not be included in the calculation. Courses with grades found in the NOT TO BE USED IN GPA table may have credits earned, but are not included in the GPA calculation.

Notes:

Example: .50 or 1.00

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.3.6 Cred Attp

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Course
Code Code MO/YR: MM/YYYY GRD LEV: ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## XXXXXX

```

Fig. 2.2.3.6-a

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Course
Code Code MO/YR: 01/2012 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 B
10001 BUS610 TECH LITERACY A 0.50 B
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 B
06101 SPN100 SPANISH 1 B+ 0.50 B
02052 MAT100 ALEGBRA B 0.50 B

```

Fig. 2.2.3.6-b

Data Type: Decimal **Length:** 3,2 **Number of Lines:** 1

Format: #.##

Description: The credits attempted for the course in which credit was attempted.

Business Rules: All courses in which the letter grade is from the GRADE POINT TABLE and the value of ‘Cred Attp’ is greater than 0.00 shall be included in the calculation of the GPA. If a course was retaken for grade improvement then the replaced course(s) will not be included in the GPA calculation and the credits attempted will be reported as 0.00 on the transcript.

Notes: Counting the credits for previous attempts at a course for letter grade improvement where the letter grade is from the GRADE POINT TABLE is allowable as long as these letter grades are factored into the GPA calculation and the credits attempted for the previous course is reported as greater than 0.00.

Example: .50 or 1.00

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.3.7 Course Dsg

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred
Code Code Code Grd Earn Attp
MO/YR: MM/YYYY GRD LEV: ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX# ## ##

```

Fig. 2.2.3.7-a

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred
Code Code Code Grd Earn Attp
MO/YR: 01/2012 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50
02052 MAT100 ALEGBRA B 0.50 0.50

```

Fig. 2.2.3.7-b

Data Type: Character **Length:** 6 **Number of Lines:** 1

Format: X...

Description: The course designation code for the course in which credit was attempted.

Business Rules: Beginning with the graduating class of 2006 each course in which a course designation code is applicable shall have the appropriate course designation code associated with the course.

Allowable Values:

- A (Advanced Placement)
- B (CADR)
- C (College in the HS)
- H (Honors Option)
- I (Intl Baccalaureate)
- K (Cambridge International)
- L (Local Comp Test)
- N (National Comp Test)
- Q (Quantitative)
- R (Running Start)
- S (Science Lab)
- T **CTE Dual Credit (Tech Prep)**
- Z (Non-Instructional)

Notes: Helpful resources: [Washington Student Achievement Council](#)

Example: T

WASHINGTON STATE
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2.2.3.8 MO/YR

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code GRd Earn Attp Deg
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX

```

Fig. 2.2.3.8-a

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code GRd Earn Attp Deg
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± # ## ## XXXXXX
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B

```

Fig. 2.2.3.8-b

Data Type: Date **Length:** 7 **Number of Lines:** 1

Format: MM/YYYY

Description: The reporting period, reported as the last month and year of the reporting period.

Business Rules:

Notes:

Example: 03/1998

WASHINGTON STATE
Standardized High School Transcript
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2.2.3.9 GRD LEV

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: MM/YYYY Grd Earn Attp Deg
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX
##### XXXXXX XXXXXXXXXXXXXXXXXXXX XX± ### ## XXXXXX

```

Fig. 2.2.3.9-a

```

***** ACADEM
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2012 Grd Earn Attp Deg
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B

```

Fig. 2.2.3.9-b

Data Type: Character **Length:** 2 **Number of Lines:** 1

Format: XX

Description: The student’s grade level during the reporting period.

Business Rules:

Allowable Values:

- PK
- K
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

Notes:

Example: 09

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2.2.4 REPORT PERIOD AND CUMULATIVE SUMMARY

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA  GPA
Lev      Earn  Attp  Earn  Attp  Pts  GPA
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##  ##
Cumulative:  ##  ##  ##  ##  ##  ##
```

Fig. 2.2.4-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA  GPA
Lev      Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
09      01/2012  2.50  2.50  2.50  2.50  9.50  3.800
09      06/2012  2.50  2.50  2.50  2.50  9.50  3.800
10      01/2013  3.00  3.00  3.00  3.00  11.55  3.850
10      06/2013  3.00  3.00  3.00  3.00  11.50  3.833
11      01/2014  2.50  2.50  2.50  2.50  9.55  3.820
11      06/2014  2.50  2.50  2.50  2.50  9.35  3.740
12      10/2014  0.00  0.00  0.00  0.00  0.00  0.000
12      01/2015  3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  19.00  18.50  18.50  70.80  3.827
```

Fig. 2.2.4-b

Data Type: Character **Length:** 52 **Number of Lines:** 1

Format: *... * X...X *...*

Description: This subsection is a summarization of the detail found in the academic record subsection.

Business Rules: Each reporting period found in the detail of the academic record subsection will be represented by one record here for each reporting period, ordered in the same fashion as the academic record (grouped by reporting period, oldest reporting period first), where reporting period is reported as the last month.

Notes:

Example: ***** REPORT PERIOD AND CUMULATIVE SUMMARY *****

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2.2.4.1 Grd Lev

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Mo/Yr      Cred  Cred  GPA  GPA  GPA
MM/YYYY    Earn  Attp  Earn  Attp  Pts  GPA
*****
Cumulative: ###  ###  ###  ###  ###  ###

```

Fig. 2.2.4.1-a

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Mo/Yr      Cred  Cred  GPA  GPA  GPA
MM/YYYY    Earn  Attp  Earn  Attp  Pts  GPA
*****
Cumulative: 19.00 19.00 18.50 18.50 70.80 3.827

```

Fig. 2.2.4.1-b

Data Type: Character **Length:** 2 **Number of Lines:** 1

Format: XX

Description: The student’s grade level during the reporting period.

Business Rules:

Allowable Values:

- PK
- K
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

Notes:

Example: 09

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.4.2 Mo/Yr

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Earn  Attp  Earn  Attp  Pts  GPA
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
##   ###  ###  ###  ###  #####  #####
Cumulative:  ###  ###  ###  ###  #####  #####
```

Fig. 2.2.4.2-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Earn  Attp  Earn  Attp  Pts  GPA
09   2.50  2.50  2.50  2.50  9.50  3.800
09   2.50  2.50  2.50  2.50  9.50  3.800
10   3.00  3.00  3.00  3.00  11.55  3.850
10   3.00  3.00  3.00  3.00  11.50  3.833
11   2.50  2.50  2.50  2.50  9.55  3.820
11   2.50  2.50  2.50  2.50  9.35  3.740
12   0.00  0.00  0.00  0.00  0.00  0.000
12   3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  19.00  18.50  18.50  70.80  3.827
```

Fig. 2.2.4.2-b

Data Type: Date **Length:** 7 **Number of Lines:** 1

Format: MM/YYYY

Description: The last month and year of the reporting period.

Business Rules:

Notes:

Example: 01/2013

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Standardized High School Transcript
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2.2.4.3 Cred Earn

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd
Lev Mo/Yr Cred GPA GPA GPA
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
## MM/YYYY #.# #.# #.# #.# #.#
Cumulative: #.# #.# #.# #.# #.#
```

Fig. 2.2.4.3-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd
Lev Mo/Yr Cred GPA GPA GPA
09 01/2012 2.50 2.50 2.50 9.50 3.800
09 06/2012 2.50 2.50 2.50 9.50 3.800
10 01/2013 3.00 3.00 3.00 11.55 3.850
10 06/2013 3.00 3.00 3.00 11.50 3.833
11 01/2014 2.50 2.50 2.50 9.55 3.820
11 06/2014 2.50 2.50 2.50 9.35 3.740
12 10/2014 0.00 0.00 0.00 0.00 0.000
12 01/2015 3.00 2.50 2.50 9.85 3.940
Cumulative: 19.00 18.50 18.50 70.80 3.827
```

Fig. 2.2.4.3-b

Data Type: Decimal **Length:** 3,2 **Number of Lines:** 1

Format: #.##

Description: The total credits earned for the reporting period.

Business Rules:

Notes:

Example: 0.50 + 0.50 + 0.50 +0.50 +0.50 +0.50 = **3.00**

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.4.4 Cred Attp

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred      GPA      GPA      GPA
Lev Mo/Yr  Earn      Earn  Attp  Pts   GPA
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
## MM/YYYY ##      ##      ##      ##      ##
Cumulative: ##      ##      ##      ##      ##
```

Fig. 2.2.4.4-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred      GPA      GPA      GPA
Lev Mo/Yr  Earn      Earn  Attp  Pts   GPA
09 01/2012 2.50      2.50  2.50  9.50  3.800
09 06/2012 2.50      2.50  2.50  9.50  3.800
10 01/2013 3.00      3.00  3.00  11.55 3.850
10 06/2013 3.00      3.00  3.00  11.50 3.833
11 01/2014 2.50      2.50  2.50  9.55  3.820
11 06/2014 2.50      2.50  2.50  9.35  3.740
12 10/2014 0.00      0.00  0.00  0.00  0.000
12 01/2015 3.00      2.50  2.50  9.85  3.940
Cumulative: 19.00      18.50  18.50  70.80  3.827
```

Fig. 2.2.4.4-b

Data Type: Decimal **Length:** 3,2 **Number of Lines:** 1

Format: #.##

Description: The total credits attempted for the reporting period.

Business Rules:

Notes:

Example: 0.50 + 0.50 + 0.50 +0.50 +0.50 +0.50 = **3.00**

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.4.5 GPA Earn

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA
Lev Mo/Yr  Earn  Attp  Attp  Pts  GPA
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
##  MM/YYYY  ##  ##  ##  ##  ##
Cumulative:  ##  ##  ##  ##  ##
```

Fig. 2.2.4.5-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA
Lev Mo/Yr  Earn  Attp  Attp  Pts  GPA
09  01/2012  2.50  2.50  2.50  9.50  3.800
09  06/2012  2.50  2.50  2.50  9.50  3.800
10  01/2013  3.00  3.00  3.00  11.55  3.850
10  06/2013  3.00  3.00  3.00  11.50  3.833
11  01/2014  2.50  2.50  2.50  9.55  3.820
11  06/2014  2.50  2.50  2.50  9.35  3.740
12  10/2014  0.00  0.00  0.00  0.00  0.000
12  01/2015  3.00  3.00  2.50  9.85  3.940
Cumulative:  19.00  19.00  18.50  70.80  3.827
```

Fig. 2.2.4.5-b

Data Type: Decimal **Length:** 3,2 **Number of Lines:** 1

Format: #.##

Description: The total GPA credits earned for the reporting period.

Business Rules: Only courses for which the grade is included in the grade point table and is part of the GPA calculation for the reporting period shall be included in this total. Exclude courses with non-numerical marks/grades such as P/N, CR/NC, S/U, and W.

Notes: For example, if a student completed six .5 credit classes (earned 3.0 credits) in this reporting period, but one class the student earned a 'P' (pass) grade, the **GPA Credits Earned** would be 2.5 (5 x .5) since the class where a 'P' was earned is not part of GPA calculations.

Example: 0.50 + 0.50 + 0.50 + 0.50 + 0.50 = **2.50**

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2.2.4.6 GPA Attp

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA      GPA      GPA
Lev Mo/Yr  Earn  Attp  Earn  Pts   GPA
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
##  MM/YYYY  ##   ##   ##   ##   ##
Cumulative: ##   ##   ##   ##   ##
```

Fig. 2.2.4.6-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA      GPA      GPA
Lev Mo/Yr  Earn  Attp  Earn  Pts   GPA
09  01/2012  2.50  2.50  2.50  9.50  3.800
09  06/2012  2.50  2.50  2.50  9.50  3.800
10  01/2013  3.00  3.00  3.00  11.55  3.850
10  06/2013  3.00  3.00  3.00  11.50  3.833
11  01/2014  2.50  2.50  2.50  9.55  3.820
11  06/2014  2.50  2.50  2.50  9.35  3.740
12  10/2014  0.00  0.00  0.00  0.00  0.000
12  01/2015  3.00  3.00  2.50  9.85  3.940
Cumulative: 19.00  19.00  18.50  70.80  3.827
```

Fig. 2.2.4.6-b

Data Type: Decimal **Length:** 3,2 **Number of Lines:** 1

Format: #.##

Description: The total GPA credits attempted for the reporting period.

Business Rules: Only courses for which the grade is included in the grade point table and is part of the GPA calculation for the reporting period shall be included in this total. Exclude courses with non-numerical marks/grades such as P/N, CR/NC, S/U, and W.

Notes: For example, if a student attempted six .5 credit classes (attempted 3.0 credits) in this reporting period, but one class the student is a 'P' (pass) grade, the **GPA Credits Attempted** would be 2.5 (5 x .5) since the class where a 'P' could be earned is not part of GPA calculations.

Example: 0.50 + 0.50 + 0.50 +0.50 +0.50 = **2.50**

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2.2.4.7 GPA Pts

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA
Lev      Earn  Attp  Earn  Attp  GPA
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
##      MM/YYYY  ##  ##  ##  ##  ##
Cumulative:  ##  ##  ##  ##  ##
```

Fig. 2.2.4.7-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA
Lev      Earn  Attp  Earn  Attp  GPA
09      01/2012  2.50  2.50  2.50  2.50  3.800
09      06/2012  2.50  2.50  2.50  2.50  3.800
10      01/2013  3.00  3.00  3.00  3.00  3.850
10      06/2013  3.00  3.00  3.00  3.00  3.833
11      01/2014  2.50  2.50  2.50  2.50  3.820
11      06/2014  2.50  2.50  2.50  2.50  3.740
12      10/2014  0.00  0.00  0.00  0.00  0.000
12      01/2015  3.00  3.00  2.50  2.50  3.940
Cumulative:  19.00  19.00  18.50  18.50  3.827
```

Fig. 2.2.4.7-b

Data Type: Decimal **Length:** 5,2 **Number of Lines:** 1

Format: ###.##

Description: The total GPA points for the reporting period.

Business Rules: Courses that have marks that are not included in the grade point table (e.g., the mark of ‘P’ – pass) shall be excluded from this data element and the GPA calculations. Exclude courses with non-numerical marks/grades such as P/N, CR/NC, S/U, and W. Courses with letter grades that have been replaced because the student retook the course for the purposes of grade improvement shall be excluded from this data element and the GPA calculations.

Multiply the numerical value (Grade Reporting and Calculation Scale) of each letter grade earned by the number of credits attempted for the course. Then sum.

Total Sum of each (Letter Grade Point x Credits Attempted)

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Notes: If a student attempted six .5 credit classes in a reporting period, one of the classes was retaken later, and in another class a 'P' (pass) grade was received, only four of the courses would be included.

Grade Reporting and Calculation System

- (a) A = 4.0
- (b) A- = 3.7
- (c) B+ = 3.3
- (d) B = 3.0
- (e) B- = 2.7
- (f) C+ = 2.3
- (g) C = 2.0
- (h) C- = 1.7
- (i) D+ = 1.3
- (j) D = 1.0
- (k) E or F = 0.0

Course	Mark	Credits Earned	Credits Attempted	GPA Credits Earned	GPA Credits Attempted	Mark grade points	GPA Pts (Mark gr. points x GPA cr. attempted)	Included in GPA?
1	A	0.5	0.5	0.5	0.5	2.0	1.0	Yes
2	B	0.5	0.5	0.5	0.5	1.5	0.75	Yes
3	C-	0.5	0.5	0.5	0.5	1.7	0.85	Yes
4	D+	0.5	0.5	0.5	0.5	1.3	0.65	Yes
5	F	0.0	0.0	N/A	N/A	N/A	N/A	No
6	P	0.5	0.5	N/A	N/A	N/A	N/A	No
Total		2.5	2.5	2.0	2.0		3.25	

Please see WAC 392-415-055 and 392-415-050 for more information.

Example: $(2.0 \times 0.50) + (1.5 \times 0.50) + (1.7 \times 0.50) + (1.3 \times 0.50) = 3.25$

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2.2.4.8 GPA

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****							***** REPORT PERIOD AND CUMULATIVE SUMMARY *****						
Grd		Cred	Cred	GPA	GPA	GPA	Grd		Cred	Cred	GPA	GPA	GPA
Lev	Mo/Yr	Earn	Attp	Earn	Attp	Pts	Lev	Mo/Yr	Earn	Attp	Earn	Attp	Pts
##	MM/YYYY	###	###	###	###	#####							
##	MM/YYYY	###	###	###	###	#####	09	01/2012	2.50	2.50	2.50	2.50	9.50
##	MM/YYYY	###	###	###	###	#####	09	06/2012	2.50	2.50	2.50	2.50	9.50
##	MM/YYYY	###	###	###	###	#####	10	01/2013	3.00	3.00	3.00	3.00	11.55
##	MM/YYYY	###	###	###	###	#####	10	06/2013	3.00	3.00	3.00	3.00	11.50
##	MM/YYYY	###	###	###	###	#####	11	01/2014	2.50	2.50	2.50	2.50	9.55
##	MM/YYYY	###	###	###	###	#####	11	06/2014	2.50	2.50	2.50	2.50	9.35
##	MM/YYYY	###	###	###	###	#####	12	10/2014	0.00	0.00	0.00	0.00	0.00
##	MM/YYYY	###	###	###	###	#####	12	01/2015	3.00	3.00	2.50	2.50	9.85
Cumulative:		###	###	###	###	#####	Cumulative:		19.00	19.00	18.50	18.50	70.80

Fig. 2.2.4.8-a

Fig. 2.2.4.8-b

Data Type: Decimal **Length:** 4,3 **Number of Lines:** 1

Format: #.###

Description: The GPA for the reporting period.

Business Rules: Divide GPA Points by the GPA Credits Attempted and round to the third decimal place.

GPA points / GPA Credits Attempted

Notes: Please see WAC 392-415-055 and 392-415-050 for more information.

Example: 10.00 / 2.5 = **4.000**

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2.2.4.9 Cumulative: (Summary)

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA  GPA
Lev Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
## MM/YYYY ## ## ## ## ## ## ## ## ##
```

Fig. 2.2.4.9-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd      Cred  Cred  GPA  GPA  GPA
Lev Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
09 01/2012 2.50 2.50 2.50 2.50 9.50 3.800
09 06/2012 2.50 2.50 2.50 2.50 9.50 3.800
10 01/2013 3.00 3.00 3.00 3.00 11.55 3.850
10 06/2013 3.00 3.00 3.00 3.00 11.50 3.833
11 01/2014 2.50 2.50 2.50 2.50 9.55 3.820
11 06/2014 2.50 2.50 2.50 2.50 9.35 3.740
12 10/2014 0.00 0.00 0.00 0.00 0.00 0.000
12 01/2015 3.00 3.00 2.50 2.50 9.85 3.940
```

Fig. 2.2.4.9-b

Data Type: Character **Length:** 48 **Number of Lines:** 1

Format: XXXXXXXXXXXX:

Description: This is the cumulative summary of the reporting period.

Business Rules:

Notes:

Example: Cumulative:

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2.2.4.9.1 Cred Earn

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
Cumulative:  ###  ###  ###  ###  ###  ###

```

Fig. 2.2.4.9.1-a

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
09  01/2012  2.50  2.50  2.50  2.50  9.50  3.800
09  06/2012  2.50  2.50  2.50  2.50  9.50  3.800
10  01/2013  3.00  3.00  3.00  3.00  11.55  3.850
10  06/2013  3.00  3.00  3.00  3.00  11.50  3.833
11  01/2014  2.50  2.50  2.50  2.50  9.55  3.820
11  06/2014  2.50  2.50  2.50  2.50  9.35  3.740
12  10/2014  0.00  0.00  0.00  0.00  0.00  0.000
12  01/2015  3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  18.50  18.50  70.80  3.827

```

Fig. 2.2.4.9.1-b

Data Type: Decimal **Length:** 4,2 **Number of Lines:** 1

Format: ##.##

Description: The total credits earned.

Business Rules:

Notes:

Example: 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 3.00 = **19.00**

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2.2.4.9.2 Cred Attp

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
Cumulative:  ###  ###  ###  ###  ###  ###

```

Fig. 2.2.4.9.2-a

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
09  01/2012  2.50  2.50  2.50  2.50  9.50  3.800
09  06/2012  2.50  2.50  2.50  2.50  9.50  3.800
10  01/2013  3.00  3.00  3.00  3.00  11.55  3.850
10  06/2013  3.00  3.00  3.00  3.00  11.50  3.833
11  01/2014  2.50  2.50  2.50  2.50  9.55  3.820
11  06/2014  2.50  2.50  2.50  2.50  9.35  3.740
12  10/2014  0.00  0.00  0.00  0.00  0.00  0.000
12  01/2015  3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  18.50  18.50  70.80  3.827

```

Fig. 2.2.4.9.2-b

Data Type: Decimal **Length:** 4,2 **Number of Lines:** 1

Format: ##.##

Description: The total credits attempted.

Business Rules:

Notes:

Example: 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 3.00 = **19.00**

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2.2.4.9.3 GPA Earn

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
Cumulative:  ###  ###  ###  ###  ###  ###
    
```

Fig. 2.2.4.9.3-a

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
09  01/2012  2.50  2.50  2.50  2.50  9.50  3.800
09  06/2012  2.50  2.50  2.50  2.50  9.50  3.800
10  01/2013  3.00  3.00  3.00  3.00  11.55  3.850
10  06/2013  3.00  3.00  3.00  3.00  11.50  3.833
11  01/2014  2.50  2.50  2.50  2.50  9.55  3.820
11  06/2014  2.50  2.50  2.50  2.50  9.35  3.740
12  10/2014  0.00  0.00  0.00  0.00  0.00  0.000
12  01/2015  3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  19.00  18.50  70.80  3.827
    
```

Fig. 2.2.4.9.3-b

Data Type: Decimal **Length:** 4,2 **Number of Lines:** 1

Format: ##.##

Description: The total GPA credits earned.

Business Rules:

Notes:

Example: 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 2.50 = **18.50**

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2.2.4.9.4 GPA Attp

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
##  MM/YYYY  ###  ###  ###  ###  ###  ###
Cumulative:  ###  ###  ###  ###  ###  ###
```

Fig. 2.2.4.9.4-a

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Cred  Cred  GPA  GPA  GPA
Lev  Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
09  01/2012  2.50  2.50  2.50  2.50  9.50  3.800
09  06/2012  2.50  2.50  2.50  2.50  9.50  3.800
10  01/2013  3.00  3.00  3.00  3.00  11.55  3.850
10  06/2013  3.00  3.00  3.00  3.00  11.50  3.833
11  01/2014  2.50  2.50  2.50  2.50  9.55  3.820
11  06/2014  2.50  2.50  2.50  2.50  9.35  3.740
12  10/2014  0.00  0.00  0.00  0.00  0.00  0.000
12  01/2015  3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  19.00  18.50  18.50  70.80  3.827
```

Fig. 2.2.4.9.4-b

Data Type: Decimal **Length:** 4,2 **Number of Lines:** 1

Format: ##.##

Description: The total GPA credits attempted.

Business Rules:

Notes:

Example: 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 2.50 = **18.50**

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2.2.4.9.5 GPA Pts

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Lev  Mo/Yr  Cred  Cred  GPA  GPA  GPA
Earn  Attp  Earn  Attp  Pts  GPA
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
##   MM/YYYY  ###  ###  ###  ###  ###  ###
Cumulative:  ###  ###  ###  ###  ###  ###

```

Fig. 2.2.4.9.5-a

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd  Lev  Mo/Yr  Cred  Cred  GPA  GPA  GPA
Earn  Attp  Earn  Attp  Pts  GPA
09   01/2012  2.50  2.50  2.50  2.50  9.50  3.800
09   06/2012  2.50  2.50  2.50  2.50  9.50  3.800
10   01/2013  3.00  3.00  3.00  3.00  11.55  3.850
10   06/2013  3.00  3.00  3.00  3.00  11.50  3.833
11   01/2014  2.50  2.50  2.50  2.50  9.55  3.820
11   06/2014  2.50  2.50  2.50  2.50  9.35  3.740
12   10/2014  0.00  0.00  0.00  0.00  0.00  0.000
12   01/2015  3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:  19.00  19.00  18.50  18.50  70.80  3.827

```

Fig. 2.2.4.9.5-b

Data Type: Decimal **Length:** 5,2 **Number of Lines:** 1

Format: ###.##

Description: The total GPA points.

Business Rules:

Notes:

Example: 9.50 +9.50 +11.55+11.50 +9.55 +9.35 +0.00 + 9.85 = **70.80**

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2.2.4.9.6 GPA

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****								***** REPORT PERIOD AND CUMULATIVE SUMMARY *****							
Grd	Mo/Yr	Cred Earn	Cred Attp	GPA Earn	GPA Attp	GPA Pts	GPA	Grd	Mo/Yr	Cred Earn	Cred Attp	GPA Earn	GPA Attp	GPA Pts	GPA
##	MM/YYYY	###	###	###	###	#####	###								
##	MM/YYYY	###	###	###	###	#####	###	09	01/2012	2.50	2.50	2.50	2.50	9.50	3.800
##	MM/YYYY	###	###	###	###	#####	###	09	06/2012	2.50	2.50	2.50	2.50	9.50	3.800
##	MM/YYYY	###	###	###	###	#####	###	10	01/2013	3.00	3.00	3.00	3.00	11.55	3.850
##	MM/YYYY	###	###	###	###	#####	###	10	06/2013	3.00	3.00	3.00	3.00	11.50	3.833
##	MM/YYYY	###	###	###	###	#####	###	11	01/2014	2.50	2.50	2.50	2.50	9.55	3.820
##	MM/YYYY	###	###	###	###	#####	###	11	06/2014	2.50	2.50	2.50	2.50	9.35	3.740
##	MM/YYYY	###	###	###	###	#####	###	12	10/2014	0.00	0.00	0.00	0.00	0.00	0.000
##	MM/YYYY	###	###	###	###	#####	###	12	01/2015	3.00	3.00	2.50	2.50	9.85	3.940
Cumulative:		###	###	###	###	#####		Cumulative:		19.00	19.00	18.50	18.50	70.80	

Fig. 2.2.4.9.6-a

Fig. 2.2.4.9.6-b

Data Type: Decimal **Length:** 4,3 **Number of Lines:** 1

Format: #.###

Description: The student’s overall GPA.

Business Rules: Divide the Cumulative GPA Points by the Cumulative GPA Credits Attempted and round to the third decimal place.

TOTAL Cumulative GPA Points / TOTAL Cumulative GPA Credits Attempted

Notes: Please see WAC 392-415-055 and 392-415-050 for more information.

Example: 70.80 / 18.50 = **3.827**

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5 ADDITIONAL STATE REQUIREMENTS

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXXX
WRITING STANDARD                XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD  XXXXXXXX
MATHEMATICS STANDARD           XXXXXXXX
HIGH SCHOOL & BEYOND PLAN      XXXXXXXX
WASHINGTON STATE HISTORY       XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX-XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
```

Fig. 2.2.5-a (c/o 2016 forward)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD           MET
HIGH SCHOOL & BEYOND PLAN      MET
WASHINGTON STATE HISTORY       MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY           EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5-b (c/o 2016 forward)

Data Type: Character **Length:** 51 **Number of Lines:** 1

Format: *...* X...X *...*

Description: This subsection is the student’s additional state requirements data information.

Business Rules:

Notes: As noted in the Layout section of this document, only display elements that apply to the student. Do not include values that do not apply. Valid values are determined by the students Graduation Requirements Year.

Example: ***** ADDITIONAL STATE REQUIREMENTS *****

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.1 READING STANDARD (Ending with the Class of 2015)

```

***** ADDITIONAL STATE REQUIREMENTS *****
WRITING STANDARD          XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD  XXXXXXXX
MATHEMATICS STANDARD      XXXXXXXX
HIGH SCHOOL & BEYOND PLAN  XXXXXXXX
WASHINGTON STATE HISTORY  XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  
```

Fig. 2.2.5.1-a

```

***** ADDITIONAL STATE REQUIREMENTS *****
WRITING STANDARD          MET
ENGLISH LANGUAGE ARTS STANDARD  MET
MATHEMATICS STANDARD      MET
HIGH SCHOOL & BEYOND PLAN  MET
WASHINGTON STATE HISTORY  MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT  EARNED
WA STATE SEAL OF BILITERACY                    EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT        ELA / MATH
  
```

Fig. 2.2.5.1-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for the graduation requirement of meeting the Washington State Reading standard.

Business Rules: Beginning with the graduating class of 2008 and ending with the class of 2013, it is a graduation requirement to meet the state reading standard on the high school assessment or by one of the approved alternatives. This heading should be displayed on all transcripts for students in the graduating class of 2008 through the graduating class of 2013. For students in the graduating classes of 2014 and 2015, this heading is optional depending on the assessments the student took. Beginning with students graduating in 2016 or any year after, this is no longer a graduation requirement and will not be included. The English Language Arts Standard (2.2.5.3) replaces the Reading Standard (2.2.5.1) and the Writing Standard (2.2.5.2) beginning with the class of 2016.

Notes: Students can meet the graduation requirement by successfully meeting the Washington State Reading (HSPE) AND Washington State Writing Standard (HSPE) OR by successfully meeting the Washington State English Language Arts Standard (SBA).

Example: Reading Standard

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.1.1 (READING STANDARD Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
WRITING STANDARD          XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD      XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
WASHINGTON STATE HISTORY  XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.1.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD          MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD      MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY  MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.1.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status towards meeting the Washington State Reading standard.

Business Rules: A student who has met standard on the high school assessment or one of the approved alternatives for a CAA or CIA will have a value of MET displayed here. If the student has been granted a Special, Unavoidable Circumstance Waiver, Awareness Level Waiver, or Out of State Transfer Waiver the value displayed here will be WAIVED. Information regarding high school assessment waivers can be found [here](#). For students in the graduating classes of 2014 and 2015, this heading is optional depending on the student’s choice of assessment. Beginning with students graduating in 2016 or any year after, this is no longer a graduation requirement and will not be included.

Allowable values

- MET
- WAIVED
- NOT MET

Notes:

Example: MET

WASHINGTON STATE
 Standardized High School Transcript
 Developer / User Guide

2.2.5.2 WRITING STANDARD (Ending with the Class of 2015)

```

***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
                           XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD    XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
WASHINGTON STATE HISTORY XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

Fig. 2.2.5.2-a

```

***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
                           MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD    MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT      EARNED
WA STATE SEAL OF BILITERACY                          EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT              ELA / MATH

```

Fig. 2.2.5.2-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for the graduation requirement of meeting the Washington State Writing standard.

Business Rules: Beginning with the graduating class of 2008 and ending with the class of 2013, it is a graduation requirement to meet the state writing standard on the high school assessment or by one of the approved alternatives. This heading should be displayed on all transcripts for students in the graduating class of 2008 through the graduating class of 2013. For students in the graduating classes of 2014 and 2015, this heading is optional depending on the student’s choice of assessment. Beginning with students graduating in 2016 or any year after, this is no longer a graduation requirement and will not be included. The English Language Arts Standard (2.2.5.3) replaces the Reading Standard (2.2.5.1) and the Writing Standard (2.2.5.2) beginning with the class of 2016.

Notes: Students can meet the graduation requirement by successfully meeting the Washington State Reading (HSPE) AND Washington State Writing Standard (HSPE) OR by successfully meeting the Washington State English Language Arts Standard (SBA).

Example: Writing Standard

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.2.1 (WRITING STANDARD Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
WRITING STANDARD          XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD      XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
WASHINGTON STATE HISTORY  XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.2.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD          MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD      MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY  MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.2.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status towards meeting the Washington State Writing standard.

Business Rules: A student who has met standard on the high school assessment or one of the approved alternatives for a CAA or CIA will have a value of MET displayed here. If the student has been granted a Special, Unavoidable Circumstance Waiver, Awareness Level Waiver, or Out of State Transfer Waiver the value displayed here will be WAIVED. Information regarding high school assessment waivers can be found [here](#). For students in the graduating classes of 2014 and 2015, this heading is optional depending on the student’s choice of assessment. Beginning with students graduating in 2016 or any year after, this is no longer a graduation requirement and will not be included.

Allowable values

- MET
- WAIVED
- NOT MET

Notes:

Example: MET

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.3 ENGLISH LANGUAGE ARTS STANDARD (Beginning with the Class of 2014)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
WRITING STANDARD         XXXXXXXX
MATHEMATICS STANDARD     XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
WASHINGTON STATE HISTORY XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.3-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD         MET
MATHEMATICS STANDARD     MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.3-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for the graduation requirement of meeting the Washington State English Language Arts standard.

Business Rules: For students in the graduating classes of 2014 and 2015, this heading is optional depending on the student’s choice of assessment. Beginning with students graduating in 2016 or any year after, it is a graduation requirement to meet the state English Language Arts standard on the high school assessment(s) or by one of the approved alternatives. This heading can be displayed on all transcripts for students in the graduating class of 2014 and later, and should be displayed on all transcripts for students in the graduating class of 2016 or later.

Notes: Students in the graduating classes of 2014 and 2015 can meet the graduation requirement by successfully meeting the Washington State Reading (HSPE) AND Washington State Writing Standard (HSPE) OR by successfully meeting the Washington State English Language Arts Standard (SBA). Students in the graduating class of 2016 can meet the graduation requirement by meeting the Washington State English Language Arts Standard by passing the HSPE in reading AND writing or by passing the SBA in English Language Arts. Students in the graduating classes of 2017 and later can meet the graduation requirement by meeting the Washington State English Language Arts Standard by passing the SBA in English Language Arts.

Example: English Language Arts Standard

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.3.1 (ENGLISH LANGUAGE ARTS STANDARD Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD MET
WRITING STANDARD MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.3.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD MET
WRITING STANDARD MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.3.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status towards meeting the Washington State English Language Arts standard.

Business Rules: A student who has met standard on the high school assessment or one of the approved alternatives for a CAA or CIA will have a value of MET displayed here. If the student has been granted a Special, Unavoidable Circumstance Waiver, Awareness Level Waiver, or Out of State Transfer Waiver the value displayed here will be WAIVED. Information regarding high school assessment waivers can be found [here](#). For students in the graduating classes of 2014 and 2015, this heading is optional depending on the student’s choice of assessment. Beginning with students graduating in 2016 or any year after, it is a graduation requirement to meet the state English Language Arts standard on the high school assessment(s) or by one of the approved alternatives.

Allowable values

- MET
- WAIVED
- NOT MET

Notes:

Example: MET

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.4 MATHEMATICS STANDARD (Beginning with the Class of 2013)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXX
WRITING STANDARD         XXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXX
WASHINGTON STATE HISTORY XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXX
```

Fig. 2.2.5.4-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD         MET
ENGLISH LANGUAGE ARTS STANDARD MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.4-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for the graduation requirement of meeting the Washington State Mathematics standard.

Business Rules: Beginning with the graduating class of 2013, it is a graduation requirement to meet the state mathematics standard on the high school assessment or by one of the approved alternatives. This heading should be displayed on all transcripts for students in the graduating class of 2013 and later.

Notes:

Example: Mathematics Standard

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.4.1 (MATHEMATICS STANDARD Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXXX
WRITING STANDARD                XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD           XXXXXXXX
HIGH SCHOOL & BEYOND PLAN      XXXXXXXX
WASHINGTON STATE HISTORY       XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
```

Fig. 2.2.5.4.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD           MET
HIGH SCHOOL & BEYOND PLAN      MET
WASHINGTON STATE HISTORY       MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY          EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.4.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status towards meeting the Washington State Mathematics standard.

Business Rules: A student who has met standard on the high school assessment or one of the approved alternatives for a CAA or CIA will have a value of MET displayed here. If the student has been granted a Special, Unavoidable Circumstance Waiver, Awareness Level Waiver, or Out of State Transfer Waiver the value displayed here will be WAIVED. Information regarding high school assessment waivers can be found [here](#).

Allowable values

- MET
- WAIVED
- NOT MET

Notes:

Example: MET

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.6 SCIENCE STANDARD (Beginning with the Class of 2021)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXXX
WRITING STANDARD                XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD  XXXXXXXX
MATHEMATICS STANDARD            XXXXXXXX
HIGH SCHOOL & BEYOND PLAN        XXXXXXXX
WASHINGTON STATE HISTORY        XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX-XXXXXXXX
```

Fig. 2.2.5.6-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD  MET
MATHEMATICS STANDARD            MET
HIGH SCHOOL & BEYOND PLAN        MET
WASHINGTON STATE HISTORY        MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT  EARNED
WA STATE SEAL OF BILITERACY                      EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT          ELA / MATH
```

Fig. 2.2.5.6-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for the graduation requirement of meeting the Washington State Science standard.

Business Rules: Beginning with the graduating class of 2021, it is a graduation requirement to meet the state science standard on the high school assessment or by one of the approved alternatives. This heading should be displayed on all transcripts for students in the graduating class of 2021 and later.

Notes:

Example: Science Standard

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.6.1 (SCIENCE STANDARD Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
WRITING STANDARD         XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD     XXXXXXXX
SCIENCE STANDARD         XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
WASHINGTON STATE HISTORY XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.6.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD         MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD     MET
SCIENCE STANDARD         MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.6.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status towards meeting the Washington State Science standard.

Business Rules: A student who has met standard on the high school assessment or one of the approved alternatives for a CAA or CIA will have a value of MET displayed here. If the student has been granted a Special, Unavoidable Circumstance Waiver, Awareness Level Waiver, or Out of State Transfer Waiver the value displayed here will be WAIVED. Information regarding high school assessment waivers can be found [here](#).

Allowable values

- MET
- WAIVED
- NOT MET

Notes:

Example: MET

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.7.1 (HIGH SCHOOL & BEYOND PLAN Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****  
READING STANDARD                XXXXXXXX  
WRITING STANDARD                 XXXXXXXX  
ENGLISH LANGUAGE ARTS STANDARD  XXXXXXXX  
MATHEMATICS STANDARD            XXXXXXXX  
HIGH SCHOOL & BEYOND PLAN       XXXXXXXX  
WASHINGTON STATE HISTORY        XXXXXXXX  
*****  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   XXXXXXXX
```

```
***** ADDITIONAL STATE REQUIREMENTS *****  
READING STANDARD                MET  
WRITING STANDARD                 MET  
ENGLISH LANGUAGE ARTS STANDARD  MET  
MATHEMATICS STANDARD            MET  
HIGH SCHOOL & BEYOND PLAN       MET  
WASHINGTON STATE HISTORY        MET  
*****  
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT    EARNED  
WA STATE SEAL OF BILITERACY                       EARNED-SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT           ELA / MATH
```

Fig. 2.2.5.7.1-a

Fig. 2.2.5.7.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status regarding the high school beyond plan requirement.

Business Rules:

Allowable values

- MET
- NOT MET

Notes:

Example: MET

2.2.5.8 CULMINATING PROJECT (Ended with students who graduated in 2014)

Data Type: Length: Number of Lines:

Format:

Description:

Business Rules: Beginning with students graduating in 2015 or any year after, this is no longer a graduation requirement and will not be included.

Notes:

Example: Culminating Project

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.8.1 (CULMINATING PROJECT Status)

Data Type: Length: Number of Lines:

Format:

Description: Beginning with students graduating in 2015 or any year after, this is no longer a graduation requirement and will not be included.

Business Rules:

Notes:

Example:

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.9 WASHINGTON STATE HISTORY

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
WRITING STANDARD         XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD     XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.9-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD         MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD     MET
HIGH SCHOOL & BEYOND PLAN MET
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT  EARNED
WA STATE SEAL OF BILITERACY                    EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT        ELA / MATH
```

Fig. 2.2.5.9-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for Washington State History information.

Business Rules: Beginning with the 2012-13 school year, note that the Washington State History graduation requirement was met, not met, or waived by the student.

Notes:

Example: Washington State History

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.9.1 (WASHINGTON STATE HISTORY Status)

```

***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXXX
WRITING STANDARD                XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD           XXXXXXXX
HIGH SCHOOL & BEYOND PLAN       XXXXXXXX
WASHINGTON STATE HISTORY       XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX

```

```

***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD           MET
HIGH SCHOOL & BEYOND PLAN       MET
WASHINGTON STATE HISTORY       MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY          EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH

```

Fig. 2.2.5.9.1-a

Fig. 2.2.5.9.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status regarding the Washington State History requirement.

Business Rules:

Allowable values

- MET
- NOT MET
- WAIVED

Notes: The met status of Washington State History courses taken at any academic level are recorded here. Only Washington State History courses taken at a high school academic level are recorded in the Academic Record section. The value of “WAIVED” is allowable for circumstances mentioned in WAC 180-51-067.

Example: MET

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.10 CERTIFICATE OF ACADEMIC/ INDIVIDUAL ACHIEVEMENT

```
***** ADDITIONAL STATE REQUIREMENTS *****  
READING STANDARD                XXXXXXX  
WRITING STANDARD                XXXXXXX  
ENGLISH LANGUAGE ARTS STANDARD XXXXXXX  
MATHEMATICS STANDARD           XXXXXXX  
HIGH SCHOOL & BEYOND PLAN      XXXXXXX  
WASHINGTON STATE HISTORY       XXXXXXX  
*****  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.10-a

```
***** ADDITIONAL STATE REQUIREMENTS *****  
READING STANDARD                MET  
WRITING STANDARD                MET  
ENGLISH LANGUAGE ARTS STANDARD MET  
MATHEMATICS STANDARD           MET  
HIGH SCHOOL & BEYOND PLAN      MET  
WASHINGTON STATE HISTORY       MET  
*****  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
EARNED  
WA STATE SEAL OF BILITERACY  
WA STATE HIGHER ED PLACEMENT AGREEMENT  
EARNED-SPANISH  
ELA / MATH
```

Fig. 2.2.5.10-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for [Certificate of Academic \(CAA\)/ Individual Achievement \(CIA\)](#) information.

Business Rules: Beginning with the graduating class of 2008, note that the [Certificate of Academic / Individual Achievement](#) was earned. If the student has not earned either of these two certificates, then the entire row should be displayed as ***. Additional examples of this display can be found in Appendix A of this document.

Notes: Each student transcript must identify if the student has met either the Certificate of Academic Achievement OR the Certificate of Individual Achievement documented.

Allowable values

[Certificate of Academic Achievement/Individual Achievement](#)

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.10.1 (CERTIFICATE OF ACADEMIC ACHIEVEMENT / CERTIFICATE OF INDIVIDUAL ACHIEVEMENT Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXX
WRITING STANDARD                XXXXXXX
ENGLISH LANGUAGE ARTS STANDARD  XXXXXXX
MATHEMATICS STANDARD           XXXXXXX
HIGH SCHOOL & BEYOND PLAN      XXXXXXX
WASHINGTON STATE HISTORY       XXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.10.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD  MET
MATHEMATICS STANDARD           MET
HIGH SCHOOL & BEYOND PLAN      MET
WASHINGTON STATE HISTORY       MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT
WA STATE SEAL OF BILITERACY     EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.10.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXX

Description: The student’s status regarding the [Certificate of Academic \(CAA\)/ Individual Achievement \(CIA\)](#).

Business Rules: If the student has earned either the certificate of academic achievement or the certificate of individual achievement, then this status should display EARNED. If the student has not earned either certificate, then the entire row should be displayed as ***. Additional examples of this display can be found in Appendix A of this document.

Allowable values

```
EARNED
*****
```

Notes:

Example: EARNED

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.11 WASHINGTON STATE SEAL OF BILITERACY (Beginning with the Class of 2015)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXX
WRITING STANDARD         XXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXX
MATHEMATICS STANDARD     XXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXX
WASHINGTON STATE HISTORY XXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.11-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD         MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD     MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX EARNED-SPANISH
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX ELA / MATH
WA STATE HIGHER ED PLACEMENT AGREEMENT
```

Fig. 2.2.5.11-b

Data Type: Character **Length:** 40 **Number of Lines:** 1

Format: X...

Description: Heading for Washington State Seal of Biliteracy and language.

Business Rules: Beginning with the graduating class of 2015, note that a Washington State Seal of Biliteracy was earned as well as the language that it was earned in. When the student demonstrates proficiency in one or more world languages, the heading will appear to indicate that the student is qualified to earn the seal. If the student has not earned or is not eligible to earn the Seal of Biliteracy, then the entire row should be displayed as *** or not include anything (no printed line). Additional examples of this display can be found in Appendix A of this document.

Notes: The Seal of Biliteracy is an award made by the state to recognize a student who has attained proficiency in both English and one or more other world languages by high school graduation. It is a statement of accomplishment that helps to signal evidence of a student’s readiness for career and college and to engage as a global citizen.

Allowable values

```
WA State Seal of Biliteracy
*****
```

Example: WA State Seal of Biliteracy

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2.2.5.11.1 (WASHINGTON STATE SEAL OF BILITERACY Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          XXXXXXXX
WRITING STANDARD         XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD     XXXXXXXX
HIGH SCHOOL & BEYOND PLAN XXXXXXXX
WASHINGTON STATE HISTORY XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.11.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD          MET
WRITING STANDARD         MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD     MET
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA / MATH
```

Fig. 2.2.5.11.1-b

Data Type: Character **Length:** 20 **Number of Lines:** 1

Format: XXXXXXXX-XXXXXXXX

Description: The student’s status regarding the Washington State Seal of Biliteracy and language.

Business Rules: If the student has earned Washington State Seal of Biliteracy, then this status should display EARNED-LANGUAGE, where “language” is one of the approved world languages. If the student has demonstrated proficiency in one or more world languages but not yet met the other requirements for the Seal, then this status would display as PROFICIENT-LANGUAGE. If the student has not earned and is not eligible to earn a Washington State Seal of Biliteracy, then the entire row should be displayed as *** or not include anything (no printed line). Additional examples of this display can be found in Appendix A of this document.

Allowable values

```
EARNED-LANGUAGE
PROFICIENT-LANGUAGE
*****
```

Notes:

Example: EARNED-SPANISH

WASHINGTON STATE
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**2.2.5.12 WASHINGTON STATE HIGHER EDUCATION PLACEMENT AGREEMENT
(Beginning with the Class of 2016)**

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXX
WRITING STANDARD                XXXXXXX
ENGLISH LANGUAGE ARTS STANDARD  XXXXXXX
MATHEMATICS STANDARD            XXXXXXX
HIGH SCHOOL & BEYOND PLAN       XXXXXXX
WASHINGTON STATE HISTORY        XXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXX
```

Fig. 2.2.5.12-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD  MET
MATHEMATICS STANDARD            MET
HIGH SCHOOL & BEYOND PLAN       MET
WASHINGTON STATE HISTORY        MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT  EARNED
WA STATE SEAL OF BILITERACY                     EARNED-SPANISH
                                                    ELA / MATH
```

Fig. 2.2.5.12-b

Data Type: Character **Length:** 50 **Number of Lines:** 1

Format: X....

Description: Beginning with the graduating class of 2016, students who receive a level 3 or a level 4 on the Smarter Balanced Assessment are eligible to use their scores to establish their readiness for college-level coursework when entering higher education institutions in the state of Washington.

Business Rules: If a student receives a level 3 or a level 4 on the Smarter Balanced Assessment, note that the student is eligible to use their scores for placement consideration. If the student received a level 1 or a level 2, then the entire row should be displayed as *** or not include anything (no printed line).

Allowable values

WA State Higher Ed Placement Agreement

Notes:

Agreement - <http://www.k12.wa.us/CurriculumInstruct/BridgetoCollege/pubdocs/CTC-SBAplacementagreement.pdf>

FAQ - <https://www.sbctc.edu/resources/documents/about/agency/initiatives-projects/smarter-balanced-agreement-faqs-aug2018.pdf>

Example: WA STATE HIGHER ED PLACEMENT AGREEMENT

WASHINGTON STATE
Standardized High School Transcript
Developer / User Guide

2.2.5.12.1 (WASHINGTON STATE HIGHER EDUCATION PLACEMENT AGREEMENT Status)

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                XXXXXXXX
WRITING STANDARD                XXXXXXXX
ENGLISH LANGUAGE ARTS STANDARD XXXXXXXX
MATHEMATICS STANDARD           XXXXXXXX
HIGH SCHOOL & BEYOND PLAN      XXXXXXXX
WASHINGTON STATE HISTORY       XXXXXXXX
*****
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXXXXXX-XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Fig. 2.2.5.12.1-a

```
***** ADDITIONAL STATE REQUIREMENTS *****
READING STANDARD                MET
WRITING STANDARD                MET
ENGLISH LANGUAGE ARTS STANDARD MET
MATHEMATICS STANDARD           MET
HIGH SCHOOL & BEYOND PLAN      MET
WASHINGTON STATE HISTORY       MET
*****
CERTIFICATE OF ACADEMIC/INDIVIDUAL ACHIEVEMENT EARNED
WA STATE SEAL OF BILITERACY         EARNED-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT
```

Fig. 2.2.5.12.1-b

Data Type: Character **Length:** 10 **Number of Lines:** 1

Format: XXXX/XXXX

Description: Beginning with the graduating class of 2016, students who receive a level 3 or a level 4 on the Smarter Balanced Assessment are eligible to use their scores to establish their readiness for college-level coursework when entering higher education institutions in the state of Washington.

Business Rules: If the student is eligible to use their scores for placement consideration, then this status should display the content area that the student is eligible in. If the student is not eligible for placement consideration, then the entire row should be displayed as *** or not include anything (no printed line).

Allowable values

```
ELA
MATH
ELA/MATH
*****
```

Notes:

Agreement - <http://www.k12.wa.us/CurriculumInstruct/BridgetoCollege/pubdocs/CTC-SBAplacementagreement.pdf>

FAQ - <https://www.sbctc.edu/resources/documents/about/agency/initiatives-projects/smarter-balanced-agreement-faqs-aug2018.pdf>

Example: ELA/MATH

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2.2.6 ADDITIONAL DISTRICT REQUIREMENTS

```
***** ADDITIONAL DISTRICT REQUIREMENTS *****  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
***** END OF TRANSCRIPT RECORD *****
```

Fig. 2.2.6-a

```
***** ADDITIONAL DISTRICT REQUIREMENTS *****  
TECHNOLOGY COMPETENCY MET  
COMMUNITY SERVICE MET  
***** END OF TRANSCRIPT RECORD *****
```

Fig. 2.2.6-b

Data Type: Character **Length:** 52 **Number of Lines:** 1

Format: *...* X...X *...*

Description: This subsection is optional. Districts may provide the student’s additional district graduation requirements.

Business Rules: Optional

Notes: As noted in the Layout section of this document, only display elements that apply to the student. Do not include those elements that do not apply. Do not display this subsection if it is not used.

Example: ***** ADDITIONAL DISTRICT REQUIREMENTS *****

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2.2.6.1.1 (ADDITIONAL DISTRICT REQUIREMENTS Status)

```
***** ADDITIONAL DISTRICT REQUIREMENTS *****  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXX  
***** END OF TRANSCRIPT RECORD *****
```

Fig. 2.2.6.1.1-a

```
***** ADDITIONAL DISTRICT REQUIREMENTS *****  
TECHNOLOGY COMPETENCY  
COMMUNITY SERVICE  
***** END OF TRANSCRIPT RECORD *****
```

Fig. 2.2.6.1.1-b

Data Type: Character **Length:** 7 **Number of Lines:** 1

Format: XXXXXXXX

Description: The student’s status towards meeting the additional district requirement.

Business Rules: Optional. A student who has completed the additional district requirement will have a value of MET displayed here.

Allowable values

- MET
- WAIVED
- NOT MET

Notes:

Example: MET

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2.2.7 END OF TRANSCRIPT RECORD

***** END OF TRANSCRIPT RECORD *****

Fig. 2.2.7

Data Type: Character **Length:** 48 **Number of Lines:** 1

Format: *...* X...X *...*

Description: The END OF TRANSCRIPT RECORD sub-section signifies that there is no more data provided on this transcript for the body section of the document.

Business Rules:

Notes: There should be one and only one instance of the END OF TRANSCRIPT RECORD sub-section, if multiple pages are required for a student's transcript this sub-section heading should appear only on the last page of the student's transcript.

Example: ***** END OF TRANSCRIPT RECORD *****

2.2.8 Seal of District

Data Type: Graphic

Description: The seal of the district, if available, printed as a watermark in the background of the document body.

Business Rules: Optional.

Notes: The seal of the district, if available, replaces the Seal of the State of Washington. If the district does not have a district seal available, then no seal will be included.

Example:



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2.3 Footer

The footer section of the Washington State Standardized High School Transcript is comprised of an area for a School or School District Logo, an authorized signature area, a space for page numbers and some additional information.

For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts .	YOUR LOGO HERE	AUTHORIZED SIGNATURE		PAGE ## of ##
		TITLE	DATE	

Fig. 2.3-a

For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts .	YOUR LOGO HERE	AUTHORIZED SIGNATURE		PAGE 01 of 01
		TITLE	DATE	

Fig. 2.3-b

2.3.1 YOUR LOGO HERE



Fig. 2.3.1

Data Type: Graphic **Length:** Number of Lines:

Format:

Description: This space in the footer is provisioned for a graphic of the School District's logo or School's logo.

Business Rules: Optional.

Notes:

Example:

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2.3.2 (AUTHORIZATION) Section

AUTHORIZED SIGNATURE	
TITLE	DATE

Fig. 2.3.2

Description: The (AUTHORIZATION) section captures the authorized school official's signature and title and the date it was signed.

Notes: There is no heading for this section.

2.3.2.1 AUTHORIZATION SIGNATURE



Fig. 2.3.1-a



Fig. 2.3.1-b

Data Type: Character **Length:** 8 **Number of Lines:** 1

Format: ## of ##

Description: The page number x of y.

Business Rules:

Notes:

Example: 01 of 01, or 1 of 1

2.3.2.2 AUTHORIZED SIGNATURE

TITLE	DATE

Fig. 2.3.2.1

Data Type: Length: Number of Lines: 1

Format:

Description: The signature of the authorized school official.

Business Rules: The signature of the authorized school official may be affixed electronically, subject to a written district policy that addresses signature security and assures that the authorized school official acknowledges, in writing, that affixing their signature electronically to the transcript is a legal and binding action.

Notes: The authorized school official is determined by the school district.

Example:

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2.3.2.2 TITLE

AUTHORIZED SIGNATURE	
	DATE

Fig. 2.3.2.2

Data Type: Length: Number of Lines: 1

Format:

Description: The title of the authorized school official.

Business Rules:

Notes:

Example:

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2.3.2.3 DATE

AUTHORIZED SIGNATURE	
TITLE	

Fig. 2.3.2.3

Data Type: Length: Number of Lines: 1

Format:

Description: The date the authorized school official certified the transcript.

Business Rules:

Notes:

Example:

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2.3.3 PAGE



Fig. 2.3.1-a



Fig. 2.3.1-b

Data Type: Character **Length:** 8 **Number of Lines:** 1

Format: ## of ##

Description: The page number x of y.

Business Rules:

Notes:

Example: 01 of 01, 1 of 1

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Appendices

[Appendix A – Examples](#)

[Appendix B – References](#)

[Appendix C – Associated Washington Administrative Code](#)

[Appendix D – Data Type Definitions](#)

[Appendix E – Change Log](#)

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Example #2 – Class of 2016 with a CAA and Washington State Seal of Biliteracy

STUDENT INFORMATION	WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	SCHOOL OF RECORD
LEGAL NAME (LAST, FIRST MIDDLE) (and other/former names used) CURTIS, MARTHA PARKE	REPORT DATE 06/15/2015	GRADUATION DATE 01/2015
DISTRICT IDENTIFICATION NUMBER 123456	Grade Point Table A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- or F = 0.0	SCHOOL NAME, ADDRESS, PHONE NUMBER 2416 COLBY AVE EVERETT, WA 98207 425-339-4400
BIRTHDATE 09/29/1996	NOT USED IN G.P.A. P/N Pass/No Pass CP/NC Credit/No Credit S/U Satisfactory/Unsatisfactory W Withdraw	SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	SSID 9876 543 210	GRADUATION REQUIREMENTS YEAR: 2015

*** SCHOOLS ATTENDED ***

Entry	Exit	School	City, State
09/2011	06/2012	THOMAS JEFFERSON HS	AUBURN, WA
09/2012	10/2014	THOMAS ALVA EDISON HS	ALEXANDER, VA
11/2013		EVERETT HS	EVERETT, WA

***** COURSE DESIGNATION KEY *****

A = Advanced Placement	I = Intl Baccalaureate	Q = Quantitative	Z = Non-Instructional
B = CADR	K = Cambridge Program	R = Running Start	
C = College in the HS	L = Local Comp Test	S = Science Lab	
H = Honors Option	N = National Comp Test	T = Tech Prep	

***** ACADEMIC RECORD *****

State Crs Code	Dist Course Description	Ltr	Cred	Cred Earn	Course Dsg	State Crs Code	Dist Course Description	Ltr	Cred	Cred Earn	Course Dsg	
	MO/YR: 01/2012	GRD	LEV:	09			MO/YR: 10/2014	GRD	LEV:	12		
01001	ENG900 9 ENGLISH	A	0.50	0.50	B	05110	CHR200 CHOIR	W	0.00	0.00		
10001	BUS610 TECH LITERACY	A	0.50	0.50		01054	ENG879 AMERICAN LIT	W	0.00	0.00	B	
08009	PED121 WT TRAIN 1	A	0.50	0.50		02056	MAT300 ALGEBRA 2	W	0.00	0.00	B	
06101	SPN100 SPANISH 1	B+	0.50	0.50	B	10005	COM900 BUSINESS COMPUTERS	W	0.00	0.00	T	
02052	MAT100 ALEGBRA	B	0.50	0.50	B	MTH525	BUSINESS MATH	W	0.00	0.00	B	
	MO/YR: 06/2012	GRD	LEV:	09			MO/YR: 01/2015	GRD	LEV:	12		
01001	ENG130 9 ENGLISH	A	0.50	0.50	B	02056	MAT300 ALGEBRA 2	A-	0.50	0.50	B	
04111	HISPNW PACIFIC NW HISTORY	A	0.50	0.50		22051	ELE888 OFFICE AIDE	S	0.50	0.50		
03001	SCN161 EARTH/PHYSICAL SCI	F	0.00	0.00	B	10005	BUS223 COMPUTER APPLICATIONS	A	0.50	0.50	T	
08009	PED121 WT TRAIN 1	A	0.50	0.50		05110	MUS555 CONCERT CHOIR	A	0.50	0.50	B	
06101	SPN100 SPANISH 1	A-	0.50	0.50	B	01054	ENG342 AMERICAN LITERATURE	A	0.50	0.50	B	
02052	MAT100 ALEGBRA	B+	0.50	0.50	B	12104	BUS312 ACCOUNTING	A	0.50	0.50	CT	
	MO/YR: 01/2013	GRD	LEV:	10		***** REPORT PERIOD AND CUMULATIVE SUMMARY *****						
06102	SPN200 SPANISH 2	A-	0.50	0.50	B	Grd	Cred	Cred	GPA	GPA		
03051	BIO200 BIOLOGY	B-	0.50	0.50	B	Lev	Mo/Yr	Earn	Attp	Earn	Attp	
01002	ENG231 10 ENGLISH ADV	A-	0.50	0.50	HB	09	01/2012	2.50	2.50	2.50	2.50	
05110	MUS555 CONCERT CHOIR	A	0.50	0.50	B	09	06/2012	2.50	2.50	2.50	2.50	
02072	MAT200 GEOMETRY	A	0.50	0.50	B	10	01/2013	3.00	3.00	3.00	3.00	
	MO/YR: 06/2013	GRD	LEV:	10		10	06/2013	3.00	3.00	3.00	3.00	
06102	SPN200 SPANISH 2	B+	0.50	0.50	B	11	01/2014	2.50	2.50	2.50	2.50	
03051	BIO200 BIOLOGY	B	0.50	0.50	BS	11	06/2014	2.50	2.50	2.50	2.50	
01002	ENG231 10 ENGLISH ADV	A	0.50	0.50	HB	12	10/2014	0.00	0.00	0.00	0.00	
05110	MUS555 CONCERT CHOIR	A	0.50	0.50	B	12	01/2015	3.00	3.00	2.50	2.50	
02072	MAT200 GEOMETRY	A	0.50	0.50	B	Cumulative:	19.00	19.00	18.50	18.50	70.80	
	MO/YR: 01/2014	GRD	LEV:	11		***** ADDITIONAL STATE REQUIREMENTS *****						
05167	TTT380 PHOTOGRAPHY	A	0.50	0.50		READING STANDARD						MET
04104	HST444 US HISTORY AP	B	0.50	0.50	A	WRITING STANDARD						MET
05110	CHR200 CHOIR	A	0.50	0.50		ENGLISH LANGUAGE ARTS STANDARD						MET
04003	HST332 GEOGRAPHY IB	B-	0.50	0.50	I	MATHEMATICS STANDARD						MET
03001	ESC112 EARTH SCIENCE	A-	0.50	0.50		HIGH SCHOOL & BEYOND PLAN						MET
	MO/YR: 06/2014	GRD	LEV:	11		WASHINGTON STATE HISTORY						MET
11054	TTT280 PHOTO IMAGING	A	0.50	0.50		CERTIFICATE OF ACADEMIC ACHIEVEMENT						EARNED
04104	HST444 US HISTORY AP	B	0.50	0.50	A	WA STATE SEAL OF BILITERACY						EARNED-SPANISH
05110	CHR200 CHOIR	A	0.50	0.50		WA STATE HIGHER ED PLACEMENT AGREEMENT						ELA / MATH
04003	HST332 GEOGRAPHY IB	B-	0.50	0.50	I	***** ADDITIONAL DISTRICT REQUIREMENTS *****						
03001	ESC112 EARTH SCIENCE	B+	0.50	0.50		TECHNOLOGY COMPETENCY						MET
						COMMUNITY SERVICE						MET
						***** END OF TRANSCRIPT RECORD *****						

For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts .	YOUR LOGO HERE	AUTHORIZED SIGNATURE _____ TITLE _____ DATE _____	PAGE 01 of 01
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Example #3 (page 1) – Class of 2016 without a CAA or CIA but with Proficiency in Washington State Seal of Biliteracy

STUDENT INFORMATION	WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	SCHOOL OF RECORD
LEGAL NAME (LAST, FIRST MIDDLE) (and other/ former names used) CURTIS, MARTHA PARKE	REPORT DATE 06/15/2015	SCHOOL NAME ADDRESS PHONE NUMBER EVERETT HS 2416 COLBY AVE EVERETT, WA 98207 425-339-4400
DISTRICT IDENTIFICATION NUMBER 123456	Grade Point Table A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 D- or F = 0.0	SSID 9876 543 210
BIRTHDATE 09/29/1996	NOT USED IN G.F.A. P/N Pass/No Pass CR/NC Credit/No Credit S/U Satisfactory/Unsatisfactory W Withdraw	SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	GRADUATION REQUIREMENTS YEAR 2015	

*** SCHOOLS ATTENDED ***

Entry	Exit	School	City, State
09/2010	06/2011	LINCOLN MS	CLARKSTON, WA
09/2011	06/2013	THOMAS JEFFERSON HS	AUBURN, WA
09/2013	10/2014	THOMAS ALVA EDISON HS	ALEXANDER, WA
11/2014	06/2015	EVERETT HS	EVERETT, WA
01/2015	05/2015	EVERETT COMMUNITY COLLEGE	EVERETT, WA

***** COURSE DESIGNATION KEY *****

A = Advanced Placement	I = Intl Baccalaureate	Q = Quantitative	Z = Non-Instructional
B = CADR	K = Cambridge Program	R = Running Start	
C = College in the HS	L = Local Comp Test	S = Science Lab	
H = Honors Option	N = National Comp Test	T = Tech Prep	

***** ACADEMIC RECORD *****

State Crs Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg	State Crs Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg
MO/YR: 01/2011						GRD LEV: 08	MO/YR: 01/2014						GRD LEV: 11
04111	HISPNW	PACIFIC NW HISTORY	A	0.50	0.50		05167	TTT380	PHOTOGRAPHY	A	0.50	0.50	
02052	9ALG10	ALGEBRA	A-	0.50	0.50	B	04104	HST444	US HISTORY AP	B	0.50	0.50	A
06101	SPN800	SPANISH	A	0.50	0.50		05110	CHR200	CHOIR	A	0.50	0.50	
MO/YR: 06/2011						GRD LEV: 08	MO/YR: 06/2014						GRD LEV: 11
02052	9ALG10	ALGEBRA	A-	0.50	0.50	B	04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I
06101	SPN800	SPANISH	A	0.50	0.50		ELE382	TAL SEARCH	P	0.50	0.50		
MO/YR: 01/2012						GRD LEV: 09	MO/YR: 06/2014						GRD LEV: 11
01001	ENG900	9 ENGLISH	A	0.50	0.50	B	11054	TTT280	PHOTO IMAGING	A	0.50	0.50	
10001	BUS610	TECH LITERACY	A	0.50	0.50		04104	HST444	US HISTORY AP	B	0.50	0.50	A
03001	SCN161	EARTH/PHYSICAL SCIENCE	D	0.00	0.00	B	05110	CHR200	CHOIR	A	0.50	0.50	
08009	PED121	WT TRAIN 1	A	0.50	0.50		04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I
06102	SPN200	SPANISH 2	B+	0.50	0.50	B	ELE382	TAL SEARCH	P	0.50	0.50		
02072	MAT200	GEOMETRY	B	0.50	0.50	B	03001	ESC112	EARTH SCIENCE	B+	0.50	0.50	
MO/YR: 06/2012						GRD LEV: 09	MO/YR: 10/2014						GRD LEV: 12
01001	ENG130	9 ENGLISH	A	0.50	0.50	B	05110	CHR200	CHOIR	W	0.00	0.00	
05158	ART211	SCULPT & POTTERY 1	A	0.50	0.50	B	01054	ENG879	AMERICAN LIT	W	0.00	0.00	B
03001	SCN161	EARTH/PHYSICAL SCIENCE	F	0.00	0.00	B	02121	CAL233	CALCULUS	W	0.00	0.00	BQ
08009	PED121	WT TRAIN 1	A	0.50	0.50		ELE444	YEARBOOK	W	0.00	0.00		
06102	SPN200	SPANISH 2	A-	0.50	0.50	B	10005	COM900	BUSINESS COMPUTERS	W	0.00	0.00	T
02072	MAT200	GEOMETRY	B+	0.50	0.50	B	MTH525	BUSINESS MATH	W	0.00	0.00	B	
MO/YR: 01/2013						GRD LEV: 10	MO/YR: 01/2015						GRD LEV: 12
08009	PED221	WT TRAIN 2	A	0.50	0.50		02121	MAT120	CALCULUS	A-	0.50	0.50	B
06103	SPN300	SPANISH 3	A-	0.50	0.50	B	22051	ELE888	OFFICE AIDE	S	0.50	0.50	
03051	BIO200	BIOLOGY	B-	0.50	0.50	B	10005	BUS223	COMPUTER APPLICATIONS	A	0.50	0.50	T
01002	ENG231	10 ENGLISH ADV	A-	0.50	0.50	HB	05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	01054	ENG342	AMERICAN LITERATURE	A	0.50	0.50	B
02056	MAT300	ALGEBRA 2	A	0.50	0.50	B	12104	BUS312	ACCOUNTING	A	0.50	0.50	CT
MO/YR: 06/2013						GRD LEV: 10	MO/YR: 05/2015						GRD LEV: 12
08009	PED221	WT TRAIN 2	A	0.50	0.50		01058	ENG101	ENGLISH 101	B	1.00	1.00	R
06103	SPN300	SPANISH 3	B+	0.50	0.50	B	MO/YR: 06/2015						GRD LEV: 12
03051	BIO200	BIOLOGY	B	0.50	0.50	BS	02121	MAT120	CALCULUS	A	0.50	0.50	B
01002	ENG231	10 ENGLISH ADV	A	0.50	0.50	HB	22051	ELE888	OFFICE AIDE	S	0.50	0.50	
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	10005	BUS223	COMPUTER APPLICATIONS	A	0.50	0.50	T
02056	MAT300	ALGEBRA 2	A	0.50	0.50	B	05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B
							01054	ENG342	AMERICAN LITERATURE	A	0.50	0.50	B
							12104	BUS312	ACCOUNTING	A	0.50	0.50	CT

For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts .	YOUR LOGO HERE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">AUTHORIZED SIGNATURE</th> </tr> <tr> <td style="width: 70%;">TITLE</td> <td style="width: 30%;">DATE</td> </tr> </table>	AUTHORIZED SIGNATURE		TITLE	DATE	PAGE 01 of 02
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TITLE	DATE						

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Example #3 (page 2) – Class of 2016 without a CAA or CIA but with Proficiency in Washington State Seal of Biliteracy

STUDENT INFORMATION	WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	SCHOOL OF RECORD
LEGAL NAME (LAST FIRST MIDDLE) (and other/former names used) CUSTIS, MARTHA PARKE	REPORT DATE 06/15/2015	SCHOOL NAME, ADDRESS, PHONE NUMBER EVERETT HS 2416 COLBY AVE EVERETT, WA 98207 425-338-4400
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/1996	SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	Grade Point Table A =4.0 A- =3.7 B =3.3 B- =3.0 C =2.7 C- =2.3 D =2.0 D- =1.7 F =1.3 F or F- =1.0	GRADUATION YEAR: 2015
	NOT USED IN S.P.A. S/N Pass/Fail CR/NC Credit/No Credit S/U Satisfactory/Unsatisfactory W WITHDRAW	
	STID: 9876 543 210	

***** COURSE DESIGNATION KEY *****

A = Advanced Placement	I = Intl Baccalaureate	Q = Quantitative	Z = Non-Instructional
B = CADR	K = Cambridge Program	R = Running Start	
C = College in the HS	L = Local Comp Test	S = Science Lab	
H = Honors Option	N = National Comp Test	T = Tech Prep	

***** ACADEMIC RECORD *****

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****

Grd	Lev	Mo/Yr	Cred	Earn	Cred	Attp	GPA	Earn	Attp	GPA	Pts	GPA
08	01/2011	1.50	1.50	1.50	1.50	5.85	3.900					
08	08/2011	1.00	1.00	1.00	1.00	3.85	3.850					
09	01/2012	2.50	2.50	2.50	2.50	9.50	3.800					
09	08/2012	2.50	2.50	2.50	2.50	9.50	3.800					
10	01/2013	3.00	3.00	3.00	3.00	11.55	3.850					
10	08/2013	3.00	3.00	3.00	3.00	11.50	3.833					
11	01/2014	3.00	3.00	2.50	2.50	9.55	3.820					
11	08/2014	3.00	3.00	2.50	2.50	9.35	3.740					
12	10/2014	0.00	0.00	0.00	0.00	0.00	0.000					
12	01/2015	3.00	3.00	2.50	2.50	9.85	3.940					
12	03/2015	1.00	1.00	1.00	1.00	3.70	3.700					
12	06/2015	3.00	3.00	2.50	2.50	10.00	4.000					
Cumulative:			26.50	26.50	24.50	24.50	94.20	3.845				

***** ADDITIONAL STATE REQUIREMENTS *****

ENGLISH LANGUAGE ARTS STANDARD	NOT MET
MATHEMATICS STANDARD	MET
HIGH SCHOOL & BEYOND PLAN	DisMET
WASHINGTON STATE HISTORY	MET
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX
WA STATE SEAL OF BILITERACY	PROFICIENT-SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT	MATH
***** ADDITIONAL DISTRICT REQUIREMENTS *****	
TECHNOLOGY COMPETENCY	MET
COMMUNITY SERVICE	WAIVED

***** END OF TRANSCRIPT RECORD *****

For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts .	YOUR LOGO HERE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">AUTHORIZED SIGNATURE</td> </tr> <tr> <td style="width: 70%;">TITLE</td> <td style="width: 30%;">DATE</td> </tr> </table>	AUTHORIZED SIGNATURE		TITLE	DATE	PAGE 02 of 02
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TITLE	DATE						

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Appendix B – References

Helpful Websites (these were active at the time of writing/updating this guide):

Office of Superintendent of Public Instruction – Transcripts
<http://www.k12.wa.us/transcripts/>

Washington Administrative Code (WAC)
<http://apps.leg.wa.gov/wac/>

Washington Administrative Code (WAC) section 392-415, SECONDARY EDUCATION—STANDARDIZED HIGH SCHOOL TRANSCRIPT
<http://apps.leg.wa.gov/WAC/default.aspx?cite=392-415>

Revised Code of Washington (RCW)
<http://apps.leg.wa.gov/rcw/>

Revised Code of Washington (RCW) section 28A.230.090, High school graduation requirements or equivalencies — Reevaluation of graduation requirements — Review and authorization of proposed changes — Credit for courses taken before attending high school — Postsecondary credit equivalencies.
<http://apps.leg.wa.gov/RCW/default.aspx?cite=28A.230.090>

CADR course information
<http://www.wsac.wa.gov/>

Appendix C – Associated Washington Administrative Code

WAC 392-415-070 Mandatory high school transcript contents – Items – Timelines.

<http://apps.leg.wa.gov/WAC/default.aspx?cite=392-415-070>

- (1) (a) The standardized high school transcript shall contain only the information listed in subsection (2) of this section in order to meet the statutory requirements under RCW 28A.230.125 for a statewide standardized transcript.
- (b) Any other information the district or school may desire to include may be stapled to the transcript or otherwise provided with the transcript. Information that is not listed below shall not be included on the state standardized transcript:
- (2) (a) Authorized and required transcript information effective now:
 - (i) The student's legal name (last name, first name, and middle name(s) or middle initial(s)), and other or former names used;
 - (ii) The name(s) of parent(s) or guardian(s);
 - (iii) The student's birthdate (mm/dd/yyyy);
 - (iv) The student's school district identification number (if applicable);
 - (v) The school name, address, phone number, and name of the school district issuing the transcript;
 - (vi) A list of previous schools attended where credit was attempted (school name, city, state, and month and year of entrance and exit);
 - (vii) The student's academic history for all high school level courses attempted, including courses taken under RCW 28A.230.090(4) and including those courses where a student has withdrawn, and listed by report period for the grade level (month and year), course code and description, marks/grades earned as defined in WAC 392-415-050 (a mark/grade of "W" will be used to indicate a withdrawal from a course), credits attempted and earned as defined in WAC 392-415-040, grade point average as defined in WAC 392-415-055, and a report period and cumulative summary of the student's high school level academic history.
 - (viii) Credits attempted for courses taken more than once to improve a grade/mark may count only once toward the number of credits required for graduation, except that credits attempted for courses taken more than once to improve a grade may count toward the number of credits required for graduation on the condition that the letter grades earned for all attempts are included in the calculation of the student's grade point average. For the purpose of this subsection, districts and schools shall not convert letter grades to grades/marks not used in the grade point average calculation.
- (b) Authorized and required additional transcript information in effect for students who first entered ninth grade in the 2002-03 school year. The following courses, for which college credit can be earned, shall be designated on the transcript with the designation coding indicated. Courses completed and credits earned through running start shall be noted with an "R" designation. Courses completed and credits earned through advanced placement shall be noted with an "A" designation. Courses completed and credits earned through college in the high school shall be noted with a "C" designation. Courses completed and credits earned through an international baccalaureate program shall be noted with an "I" designation. Courses completed which earn college credit through techprep and/or the corresponding credits or certification earned shall be noted with a "T" designation. Courses that meet

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or satisfy higher education coordinating board core course requirements shall be noted with a "B" designation. Courses completed and credits earned through an honors option shall be noted with an "H" designation.

(c) Authorized and required additional transcript information in effect beginning with students who first entered ninth grade in the 2004-05 school year:

- (i) Notation that the high school and beyond plan graduation requirement was met or not met by the student;
- (ii) Notation that the culminating project graduation requirement was met or not met by the student; and
- (iii) If applicable, notation that the certificate of academic achievement graduation requirement was met or not met by the student; and
- (iv) If applicable, notation that the certificate of individual achievement graduation requirement was met or not met by the student.

- (3) Each issuance of the transcript shall include a report date (mm/dd/yyyy), graduation date (noting month and year), end of transcript record (signifying no more authorized data), office of superintendent of public instruction (OSPI) transcript form version number, and page number ('x' of 'y').
- (4) The signature of the authorized school official (name, title, and date) and seal of the district, if available. The signature of the authorized school official may be affixed electronically, subject to a written district policy that addresses signature security and assures that the authorized school official acknowledges, in writing, that affixing their signature electronically to the transcript is a legal and binding action.

[Statutory Authority: [RCW 28A.230.125]. 06-23-041, amended and recodified as § 392-415-070, filed 11/7/06, effective 12/8/06. Statutory Authority: RCW 28A.305.220. 05-19-106, § 180-57-070, filed 9/20/05, effective 10/21/05; 04-22-059, § 180-57-070, filed 10/29/04, effective 11/29/04; 03-04-055, § 180-57-070, filed 1/29/03, effective 3/1/03; 01-09-013, § 180-57-070, filed 4/6/01, effective 5/7/01. Statutory Authority: RCW 28A.04.155. 00-19-107, § 180-57-070, filed 9/20/00, effective 10/21/00; 85-01-017 (Order 18-84), § 180-57-070, filed 12/10/84.]

Appendix D – Data Type Definitions

Integer

(Whole number) data from -2^{31} (-2,147,483,648) through $2^{31} - 1$ (2,147,483,647). This data type DOES NOT have a size parameter imposed in this guide.

Decimal

Fixed precision and scale numeric data from $-10^{38} + 1$ through $10^{38} - 1$.

- Decimal (3,2) is a number with 3 total digits in the number (precision) and 2 of those digits must be to the right of the decimal point (scale).
- 1.00 is a valid number for Decimal (3,2).

Date

Date in either MM/DD/YYYY format or MM/YYYY format where DD is the 2 digit numeric representation of the day, MM is the 2 digit numeric representation of the month and YYYY is the four digit numeric representation of the year.

Character

Fixed-length or variable-length non-Unicode character data.

Graphic

Graphical image.

Appendix E – Change Log

The change log describes changes made to the Layout Section of this document. (Cosmetic changes are not addressed within the change log.)

Edition 7.1 (Updated January 2019)

2.2.5.12, 2.2.5.12.1, Washington State Higher Education Placement Agreement, (Washington State Higher Education Placement Agreement Status)

- Updated link to Higher Education Placement Agreement.

2.2.5.10, 2.2.5.10.1 CERTIFICATE OF ACADEMIC/ INDIVIDUAL ACHIEVEMENT (CERTIFICATE OF ACADEMIC/ INDIVIDUAL ACHIEVEMENT Status)

- Changed descriptor for identifying Certificate of Academic Achievement/Individual Achievement from displaying separately to combined. Status indicates Earned or *****, it does not distinguish which Certificate was earned.

Edition 7.0 (2017-18)

2.1.1.1 LEGAL NAME

- Designation of suffix in last name

2.2.2 COURSE DESIGNATION KEY

- Changed title of course type: T=CTE Dual Credit (Tech Prep)

2.2.3.1 STATE CRS CODE

- Changed Length of field from 5 to 6

2.2.3.7 Course Dsg

- Updated valid values

Edition 6.2 (2016-17)

2.2.5.6, 2.2.5.6.1 SCIENCE STANDARD, (SCIENCE STANDARD Status)

- The delay of the Science Standard until the Class of 2021 per House Bill 2224.

Edition 6.0 - 6.1 (2015-2016)

- Changed section numbering and updated descriptions, element details, graphics, and other general edits as necessary.

2.2.2 Course Designation Key

- Added course type: Z = Non-Instructional

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2.2.5.1, 2.2.5.1.1, 2.2.5.2, 2.2.5.2.1, 2.2.5.3, 2.2.5.3.1, 2.2.5.6, 2.2.5.6.1, READING STANDARD, (READING STANDARD Status), WRITING STANDARD, (WRITING STANDARD Status), ENGLISH LANGUAGE ARTS, (ENGLISH LANGUAGE ARTS STANDARD Status), SCIENCE STANDARD, (SCIENCE STANDARD Status)

- The consolidation of the Reading and Writing Standards to create the English Language Arts Standard.
- The delay of the Science Standard until the Class of 2017 per [RCW 28A.655.061](#).

2.2.5.11, 2.2.5.11.1, WASHINGTON STATE SEAL OF BILITERACY, (WASHINGTON STATE SEAL OF BILITERACY Status)

- Added language.
- Added PROFICIENT as an allowable status.

2.2.5.12, 2.2.5.12.1, Washington State Higher Education Placement Agreement, (Washington State Higher Education Placement Agreement Status)

- Added per [Higher Education Placement Agreement](#).

APPENDIX A

- Updated transcript examples.

Edition 5.0.4 (2014-2015)

- Changed section numbering and updated descriptions, element details, graphics, and other general edits as necessary.

2.2.5.1.1, 2.2.5.2.1, 2.2.5.3.1, 2.2.6.2.1 (READING STANDARD Status), (WRITING STANDARD Status), (MATHEMATICS STANDARD Status), (SCIENCE STANDARD Status)

- Updated hyperlink and text.

2.2.5.8, 2.2.5.8.1 CULMINATING PROJECT (Ending with the class of 2014), (CULMINATING PROJECT Status)

- Removed per [Engrossed Second Substitute Senate Bill 6552](#).

2.2.5.11 WASHINGTON STATE SEAL OF BILITERACY (Beginning with the Class of 2015)

- Added per RCW 28A.300.575/WAC 392-410-350.

APPENDIX A

- Updated transcript examples.

Edition 5.0.3 (2012-2013)

2.2.2 COURSE DESIGNATION KEY

- Updated AP hyperlink and text.

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2.2.3.3 Description

- Updated AP hyperlink and text.

2.2.5 ADDITIONAL STATE REQUIREMENTS

- Removed mathematics year 1 and year 2 sections per Engrossed House Bill 1450.

2.2.5.3 MATHEMATICS STANDARD (Beginning with the Class of 2013)

- Updated to include all years starting with the class of 2013.

2.2.5.4, 2.2.5.4.1, 2.2.5.5, 2.2.5.5.1 MATHEMATICS YEAR 1/MATHEMATICS YEAR 2 and (Status)

- Removed mathematics year 1 and year 2 sections per Engrossed House Bill 1450.

APPENDIX A

- Updated transcript examples.

Edition 5.0.2 (2012-2013)

2.2.2 COURSE DESIGNATION KEY

- Updated references of Higher Education Coordinating Board (HECB) to Washington Student Achievement Council (WSAC).
- Changed “CADR/HECB Core” to “CADR”.
- Included additional business rules and notes.

2.2.3.3 DESCRIPTION

- Included additional formatting allowances and notes.

2.2.3.9 GRD LEV

- Updated to include all grade levels as allowable values.

2.2.5.9, 2.2.5.9.1 WASHINGTON STATE HISTORY, (WASHINGTON STATE HISTORY Status)

- Updated to include “Waived” as an allowable value.

APPENDIX A

- Updated transcript examples.

APPENDIX B

- Updated references.

APPENDIX C

- Added website address.

Edition 5.0.1 (2012-2013)

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2.2.5.10, 2.2.5.10.1 CERTIFICATE OF ACADEMIC ACHIEVEMENT or CERTIFICATE OF INDIVIDUAL ACHIEVEMENT and (Status)

- Updated the requirement to correctly display asterisks (*) instead of X's when a student has not earned a CAA or CIA.

2.2.2 COURSE DESIGNATION KEY

- Updated the school year as 2012-2013 to begin using the new course designation codes designations.

Edition 5.0.0 (2012-2013)

- Changed section numbering and updated descriptions, element details, graphics, and other general edits as necessary.
- Changed overall format and design.

2.1.2.4 GRADUATION REQUIREMENTS YEAR

- Added Graduation Requirements Year in the header.

2.2.2 COURSE DESIGNATION KEY

- Added Course Designation Code L = Local Competency Test.
- Added Course Designation Code N = National Competency Test.
- Added Course Designation Code Q = Quantitative.
- Added Course Designation Code S = Science Lab.

2.2.3.1 STATE CRS CODE

- Added State Course Code to the Academic Record section.

2.2.5.4, 2.2.5.4.1, 2.2.5.5, 2.2.5.5.1 MATHEMATICS YEAR 1/MATHEMATICS YEAR 2 and (Status)

- Added mathematics year 1 and year 2 sections beginning with the graduation class of 2015.

2.2.5.6, 2.2.5.6.1 SCIENCE STANDARD and (Status)

- Updated Science Standard section beginning with the graduation class of 2015.

2.2.5.9, 2.2.5.9.1 WASHINGTON STATE HISTORY and (Status)

- Added Washington State History in the Additional State Requirements section.

2.2.7, 2.2.7.1.1 ADDITIONAL DISTRICT REQUIREMENTS and (Status)

- Added a new subsection that is optional for districts labeled Additional District Requirements.

APPENDIX A

- Updated transcript examples.

APPENDIX B

- Updated and added references.

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Edition 3.0.1 (2009-2010)

2.1.3.2 STATE STUDENT ID (SSID)

- Removed hyphens from SSID.

2.2.2 COURSE DESIGNATION KEY (§)

- Revised Course Code Designation Key to reflect B = CADR/HECB Core.
- Added Course Designation K = Cambridge Program
 - Includes the following international curriculum/assessment programs of study offered by University of Cambridge:
 - General Certificate of Education (GCE) Advanced (A) and Advanced Subsidiary (AS) level courses
 - International General Certificate of Secondary Education (IGCSE) level courses

2.2.2.8 SEAL OF THE STATE OF WASHINGTON

- Removed the State of Washington Seal requirement and replaced with seal of the district if, available, per WAC 392-415-070.

2.2.5.11, 2.2.5.11.1, 2.2.5.12, 2.2.5.12.1 READING/WRITING STANDARD and (STATUS)

- Replaced WASL references with high school assessment.

2.2.5.13, 2.2.5.13.1, 2.2.5.14, 2.2.5.14.1 MATHEMATICS/SCIENCE STANDARD and (STATUS)

- Added mathematics and science standard sections beginning with the graduating class of 2013.

APPENDIX A

- Updated and added transcript examples.

APPENDIX B

- Updated and added references.

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Edition 2.0.1 (2007-2008)

The ownership of the transcript rules transferred from the State Board of Education to that of the Office of Superintendent of Public Instruction.

2.1.3.2 STATE STUDENT ID (SSID)

- Added data element to the transcript.

2.2.5 STATE ASSESSMENTS

- Deleted entire section and related subsections per ESSB6475.

2.2.5 ADDITIONAL STATE REQUIREMENTS (§)

- Changed entire section with new layout to address new language in ESSB6475 and honor the postponement of the CAA/CIA graduation requirement. These changes include the following:
 - Removed “dates met” for all “Additional State Requirements” elements
 - Removed “methods met” for all “Additional State Requirements” elements
 - Added Reading Standard header
 - Added Reading Standard status (MET, NOT MET, WAIVED)
 - Added Writing Standard header
 - Added Writing Standard status (MET, NOT MET, WAIVED)
 - Moved CAA/CIA header out of “Additional State Requirements” section so it is now displayed under that section
 - Moved CAA/CIA status out of “Additional State Requirements” section so it is now displayed under that section
 - CAA/CIA status is now only displayed when the student has EARNED a certificate, otherwise this row is displayed as *****

Edition 1.0.2 – 1.0.3

1. 2.2.5.3 Sclr

- Updated Business Rules to include new WAC language for item “B”.

Edition 1.0.1 – 1.0.2

1. 2.2.5 State Assessments

- Changed entire subsection with new layout.

Edition 1.0.0 – 1.0.1

1. 2.2.5.1.6 Scholar Designation

- Updated language to conform with HB2195.
- Changed SCHOLAR designation from a global designation for all assessments under WASL to a per subject assessment designation.

2. 2.2.8 SEAL OF THE STATE OF WASHINGTON

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- Added subsection to include the Seal of the State of Washington.

3. 2.2.5.1.3 Lev

- Removed allowable value '0' from Business Rules.

4. 2.2.5.2.3 Lev

- Removed allowable value '0' from Business Rules.

Initial Creation of this Guide

This document was initially prepared by Newel S. Rice, under the direction of The State Board of Education and the guidance of the Transcript Advisory Committee.