The purpose of the Washington State Standardized High School Transcript is to communicate a student’s academic history for all high school level courses attempted including the courses, grades, schools and other required data. Washington State public high schools are required to use the Washington State Standardized High School Transcript. An accurate record of a student’s academic history is essential and cannot include anything more than what is listed in the Washington Administrative Code (WAC)/Revised Code of Washington (RCW) and the Washington State Standardized High School Transcript Developer/User Guide (http://www.k12.wa.us/transcripts/).

This document contains some of the most frequently asked questions regarding the Washington State High School Transcript. The answer and relevant WACs/RCWs are listed below each question. Pertinent information within each WAC/RCW is listed in a green font. This document will be updated as new commonly asked questions are received.

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Edition 5.0.4 (Updated June 2014)

- 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 Senate Bill 6424.

APPENDIX A
  - Updated transcript examples.

Transcript Developer /User Guide Changes (2012-2013)
Edition 5.0.3 (Updated November 2013)

2.2.2 COURSE DESIGNATION KEY
  - Updated AP hyperlink and text.

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 (Updated May 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 (Updated April 2012)

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.

Edition 5.0.0 (Updated March 2012)

• 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.
2.2.6.4, 2.2.6.4.1, 2.2.6.5, 2.2.6.5.1 MATHEMATICS YEAR 1/MATHEMATICS YEAR 2 and (STATUS)
• Added mathematics year 1 and year 2 sections beginning with the graduation class of 2015.

2.2.6.6, 2.2.6.6.1 SCIENCE STANDARD and (STATUS)
• Updated Science Standard section beginning with the graduation class of 2015.

2.2.6.9, 2.2.6.9.1 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.
• Updated and added references.
Transfers

1. How do you handle transcript information from students who transfer from one high school to another? How can we determine what a course is and can we change the course titles?

**Answer:** A course that is part of the student’s high school record, taken elsewhere, must be on the transcript. Districts should have clear policies/regulations regarding the recognition and acceptance of transfer credits. It is a local decision to translate the transcript and award credit for those courses which the receiving district feels appropriate. There is no course designation code to reflect the course was transferred. Dates of attendance in the “schools attended” area, in conjunction with the course dates, can be used to derive this information. If information on the transcript is not clear, it is incumbent on the receiving school to contact the applicable high school for clarification. It is determined at the district level how transfer-in courses are converted. Districts can change course titles to better suit their course information. If the student returns to their original district (A), District A, upon receiving the student back from District B, can choose to revert back to District A’s original course titles.

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

(2) (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.

**WAC 180-51-050** High school credit – definition.

(6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. The policy may include reliance on the professional judgment of the building principal or designee in determining whether or not a credit meets the district’s standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.

2. How do we transcribe a transcript from another state where they have three grade marks earned in a course all worth the same GPA value (i.e., A+, A, and A- all equal 4.0)?

**Answer:** When working with a transcript from another state that has grade marks earned in a course worth the same value (i.e., A+, A, A- all equal 4.0) it is advised that the other state’s district be contacted for verification since grade scales don’t usually map multiple letter grades to the same numerical equivalent. Washington transcripts must only include those grades noted in Washington’s grade scale. If the receiving district chooses to give the student 4.0 grade points for the course, then the letter grade must be reflected as an A. If the district chooses to give the student an A- for the course, the grade point must be 3.7.

**WAC 392-415-050** Grade reporting and calculation system.

(1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

- \( A = 4.0 \)
- \( A- = 3.7 \)
- \( B+ = 3.3 \)
- \( B = 3.0 \)
- \( B- = 2.7 \)
3. If a student transfers into a high school, and brings full or partial credit relating to the Culminating Project and/or High School and Beyond Plan (i.e., diploma and one year beyond high school) requirements, is the new school required to accept the credit(s) if the “sending” school is accredited?

**Answer:** No, the decision to accept credits is always locally determined. However, schools and districts are strongly encouraged to recognize the work the student has accomplished to date and not make the student start over. While districts have the authority to implement these graduation requirements in a manner they determine best meets community needs and desires, neighboring districts are encouraged to consider entering into a “reciprocity” agreement, to accommodate student mobility.

4. Are there standardized procedures for evaluating foreign or homeschool transcripts for high school students?

**Answer:** There is no standardized OSPI procedure for evaluating foreign transcripts as the decision to accept credits is always locally determined. A course that is part of the student’s high school record, taken elsewhere, must be on the transcript. Districts must decide how to translate transcripts and award credit for courses. Districts should have a clear policy/regulation regarding the recognition and acceptance of transfer credits, both foreign and domestic (including homeschool). Districts can change course titles to better suit their course information. It is determined at the district level how transfer-in courses are converted, if necessary. The district’s Bilingual office may be a source in which to gather additional information in order to make a determination with respect to foreign transcripts.

**WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.**
(2) (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.

**WAC 180-51-050 High school credit – definition.**
(6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. The policy may include reliance on the professional judgment of the building principal or designee in determining whether or not a credit meets the district’s standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.

5. When translating a transcript from another country, what do we put for the city and state?

**Answer:** Include any address information available such as city and country.

**WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.**
(2) (a) Authorized and required transcript information effective now:
(v) The school name, address, phone number, and name of the school district issuing the transcript;
6. Can a school change credit amounts for courses when a student transfers into the school?

**Answer:** Most credits are transferred as they were earned in the previous school. There may be instances of schools that (i.e., colleges, foreign schools) use different credit awarding scales. In these cases, districts should have a clear policy and guidance regarding the transfer of credits into the credit scale used by the new school.

7. If a transfer course does not have a state course code, are we supposed to enter a state course code?

**Answer:** Yes. If a school receives a transcript that does not have State Course Codes, the receiving school should enter a State Course Code for those courses as the courses and credits are being transcribed and mapped to the schools current courses. If information on the transcript is not clear, it may be beneficial to contact the applicable high school for clarification. The school may also choose to use the pertinent general State Course Code if a specific one is unable to be determined.

8. If we have mapped a transfer course to our courses, do we use the state course code on the original transcript or do we change it to the state course code that aligns to our course it is mapped to?

**Answer:** It is a local decision on how to translate the transcript. Districts should have clear policies/regulations regarding the transcription (including State Course Codes), recognition, and acceptance of transfer credits/courses. If information on the transcript is not clear or does not align with what the receiving district believes should be true, it may be beneficial to contact the applicable high school for clarification. Once clarification is made or if the receiving school has a set procedure for transferring and determining what information to use, the receiving school may update the transcript accordingly.

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**WAC 180-51-050 High school credit – definition.**

(6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. The policy may include reliance on the professional judgment of the building principal or designee in determining whether or not a credit meets the district's standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.

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9. How should we transcribe online courses?

**Answer:** Online courses are listed on the transcript the same way other courses are listed. You may follow the same guidelines. It is up to your district to determine how you will transcribe the credits (based on hours, minutes, days, etc.). At this time the Online course designation of “O” is not an allowable value on the transcript, though it is to be reflected in the student’s record and reported through CEDARS.

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

(2) (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.

**WAC 180-51-050 High school credit – definition.** (6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. The policy may include reliance on the professional judgment of the building principal or designee in determining whether or not a credit meets the district’s standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.
10. Is there a law against accepting unofficial transcripts?

**Answer:** No, but, it is unwise to accept unofficial transcripts because the receiving district cannot be sure if the transcript is valid. Preliminary scheduling decisions may have to be made from an initial unofficial transcript but the student’s transferred in credits should be based on an official transcript if at all possible.

Withdrawals

11. Is the period of time during which a student can withdraw from a course defined?

**Answer:** Class schedule changes do not need to be listed as withdrawals. The state does not establish a set period of time distinguishing a schedule change from a withdrawal. Districts are encouraged to establish clear guidance defining the maximum time period from the start of the term in which a student can drop a course without being considered a withdrawal.

12. Can a “W” be removed and replaced with a grade for a student who transferred and took the equivalent course in the new district?

**Answer:** Every high school credited course attempted must appear on the transcript including the course from which the student has withdrawn. If a student transfers with a withdrawal (even within a district), is placed in the equivalent course within your district and completes the course, then you may replace the “W” with a grade, etc. However, if the student does not pick up and complete the withdrawn course in the new school, the “W” remains. If a student has repeatedly withdrawn from a course, each attempt must be listed. The intent is to track dropped course work rather than moves between schools.

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

(2) (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.

13. What dates for the course do we include on the transcript if a student transferred into our district, continued taking an equivalent course from which they had just been withdrawn, and earned a grade that replaces the original “W”?

**Answer:** The new district in which the student continued and completed the equivalent course uses their course dates on the transcript.

14. Is it acceptable to send a withdraw form with current grades earned in a course and not enter any information on the transcript?

**Answer:** Because any course in which a student attempted high school credit must be reflected on the transcript, forwarding a withdrawal form with current grades earned in courses is not a sufficient way to communicate this information. The course must also be listed on the transcript with a “W”.


15. How far back do schools need to correctly identify students with the “W” letter grade?

**Answer:** Withdrawal information that has not been included should be corrected/updated for students who are currently enrolled in the district. The requirement to include withdrawn courses has been in place since 2004.

16. If a district receives a transcript for a transfer student and the “W” is not indicated, is it the new districts responsibility to add the “W’s”?

**Answer:** In order not to burden a district receiving the transcripts, we do not ask them to correct or update this information. A school certainly has an option to contact the previous school if they desire to inquire or ask for an updated transcript; however, it is not the new school’s responsibility to correct the previous school’s transcript.

High School Academic Level Courses Taken Prior to High School

17. In what grade levels can high school credits be earned?

**Answer:** All high school academic level credits can be used, including courses taken prior to high school, if certain conditions are met. The family or student must request the courses to be added to the high school transcript (giving the student high school credit) regardless of the letter grade the student earned in the course. The district should establish a process in which requests are received from the student or family. Courses cannot be removed once placed on the transcript. Even if the course is a state graduation requirement (i.e., WSH), it is not automatically included on the high school transcript.

**WAC 180-51-050 High school credit -- Definition.**

As used in this chapter the term "high school credit" shall mean: (1) Grades nine through twelve or the equivalent of a four-year high school program, or as otherwise provided in RCW 28A.230.090 (4):

**RCW 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.**

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(4) If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

(a) The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or

(b) The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district as determined by the school district board of directors.

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

(2) (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.
18. Are algebra and geometry courses taken prior to high school required and automatically included on the transcript now that are graduation requirements?

**Answer:** No, courses taken prior to 9th grade are not automatically included on the high school transcript even if they are state graduation requirements. Courses taken prior to high school may only be included on the transcript if high school credit is awarded and only at the student or family’s request. If the student or family chooses to use these courses for high school then they must be included on the transcript. High school students may meet mathematics graduation requirements without receiving credit for courses taken prior to 9th grade through a variety of options. WAC 180-51-067, section 2, has information regarding the mathematics graduation minimum requirements and options for students entering the ninth grade beginning July 1, 2012.

**WAC 180-51-067** State subject and credit requirements for high school graduation — Students entering the ninth grade on or after July 1, 2012.

The statewide subject areas and credits required for high school graduation, beginning July 1, 2012, for students who enter the ninth grade or begin the equivalent of a four-year high school program, shall total twenty as provided below. All credits are to be aligned with the state's essential academic learning requirements (learning standards) for the subject. The content of any course shall be determined by the local school district.

1. Four English credits.
2. **Three mathematics credits** that satisfy the requirements set forth below:
   (a) Unless otherwise provided for in (d) through (g) of this subsection, the three mathematics credits required under this section must include:
      (i) Algebra 1 or integrated mathematics I;
      (ii) Geometry or integrated mathematics II; and
      (iii) Algebra 2 or integrated mathematics III.
   (b) A student may elect to pursue a third credit of high school-level mathematics, other than algebra 2 or integrated mathematics III, if all of the following requirements are met:
      (i) The student’s elective choice is based on a career oriented program of study identified in the student’s high school and beyond plan that is currently being pursued by the student;
      (ii) The student’s parent(s)/guardian(s) (or designee for the student if a parent or guardian is unavailable) agree that the third credit of mathematics elected is a more appropriate course selection than algebra 2 or integrated mathematics III because it will better serve the student’s education and career goals;
      (iii) A meeting is held with the student, the parent(s)/guardian(s) (or designee for the student if a parent or guardian is unavailable), and a high school representative for the purpose of discussing the student’s high school and beyond plan and advising the student of the requirements for credit bearing two- and four-year college level mathematics courses; and
      (iv) The school has the parent(s)/guardian(s) (or designee for the student if a parent or guardian is unavailable) sign a form acknowledging that the meeting with a high school representative has occurred, the information as required was discussed, and the parent(s)/guardian(s) (or designee for the student if a parent or guardian is unavailable) agree that the third credit of mathematics elected is a more appropriate course selection given the student’s education and career goals.
   (c) Courses in (a) and (b) of this subsection may be taken currently in the following combinations:
      (i) Algebra 1 or integrated mathematics I may be taken concurrently with geometry or integrated mathematics II.
      (ii) Geometry or integrated mathematics II may be taken concurrently with algebra 2 or integrated mathematics III or a third credit of mathematics to the extent authorized in (b) of this subsection.
   (d) Equivalent career and technical education (CTE) mathematics courses meeting the requirements set forth in RCW 28A.230.097 can be taken for credit instead of any of the mathematics courses set forth in (a) of this subsection if the CTE mathematics courses are recorded on the student’s transcript using the equivalent academic high school department designation and course title.
   (e) A student who prior to ninth grade successfully completed algebra 1 or integrated mathematics I; and/or geometry or integrated mathematics II, but does not request high school credit for such course(s) as provided in RCW 28A.230.090, may either:
      (i) Repeat the course(s) for credit in high school; or
      (ii) Complete three credits of mathematics as follows:
         (A) A student who has successfully completed algebra 1 or integrated mathematics I shall:
            • Earn the first high school credit in geometry or integrated mathematics II;
• Earn the second high school credit in algebra 2 or integrated mathematics III; and
• Earn the third high school credit in a math course that is consistent with the student’s education and career goals.

(B) A student who has successfully completed algebra 1 or integrated mathematics I, and geometry or integrated mathematics II, shall:
• Earn the first high school credit in algebra 2 or integrated mathematics III; and
• Earn the second and third credits in mathematics courses that are consistent with the educational and career goals of the student.

(f) A student who satisfactorily demonstrates competency in algebra 1 or integrated mathematics I pursuant to a written district policy, but does not receive credit under the provisions of WAC 180-51-050, shall complete three credits of high school mathematics in the following sequence:
• Earn the first high school credit in geometry or integrated mathematics II;
• Earn the second high school credit in algebra 2 or integrated mathematics III; and
• Earn the third credit in a mathematics course that is consistent with the student’s education and career goals.

(g) A student who satisfactorily demonstrates competency in algebra 1 or integrated mathematics I and geometry or integrated mathematics II pursuant to a written district policy, but does not receive credit for the courses under the provisions of WAC 180-51-050, shall complete three credits of high school mathematics in the following sequence:
• Earn the first high school credit in algebra 2 or integrated mathematics III;
• Earn the second and third high school credits in courses that are consistent with the educational and career goals of the student.

19. What are the requirements for including Washington State History (WSH)/Pacific Northwest (PNW) courses taken prior to high school on the transcript?

Answer: Washington State History (WSH)/Pacific Northwest (PNW) courses taken in grades 7 or 8 can only be included in the Academic Record section on the high school transcript for high school credit if it is a high school academic level course. The family or student must request middle school courses be added to the high school transcript (giving the student high school credit) regardless of the grade the student earned in the course. The district should establish a process in which requests are received from the student or family. Courses cannot be removed once placed on the transcript.

WSH is a graduation requirement; however, it is not always taken in high school or given at a high school academic level and credit cannot automatically be given. It is a local determination if districts want to offer it at a high school academic level when the course is offered in 7th or 8th grade. If the Washington State History (WSH)/Pacific Northwest (PNW) course is at a middle school academic level, then it is not listed with the other courses in the Academic Record section of the transcript; however, since it is a state graduation requirement, a “Met” designation is noted under the “Additional State Requirements” section starting in the 2012-2013 school year.

The Washington State History course is included on the transcript in the following ways.

1. The course is at a High School Academic Level:
   • If it is taken during high school
   OR
   • If it is taken at a high school academic level prior to high school and the student/parent choose to include the credit on the transcript
   THEN
   − the Academic Record section would list the course with it’s appropriate information
   AND
   − the Additional State Requirements section would report if the requirement was “Met” or “Not Met”.
2. The course is NOT at a High School Academic Level:
   • If it is NOT taken at a high school academic level
   OR
   • If a student/parent does NOT request the history course taken prior to high school to be used as a high school credit on the transcript

   THEN
   – ONLY the Additional State Requirements would report if the requirement was “Met” or “Not Met”.

WAC 180-51-050 High school credit -- Definition.
   As used in this chapter the term "high school credit" shall mean: (1) Grades nine through twelve or the equivalent of a four-year high school program, or as otherwise provided in RCW 28A.230.090 (4):

WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.
   (2) (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.

20. Does a student meet graduation requirements if a grade 7 or 8 Washington State History (WSH) course is taken and is not at a high school academic level?

   **Answer:** The State Board of Education adopted a new rule in November 2011 that permits Washington State History and Government to be a noncredit requirement and therefore can be satisfied if a course is taught at the 7th or 8th grade academic level. This rule is in effect for students in the graduating class of 2016 (current 8th graders). Districts can continue to elect to award credit for Washington State History and Government if it is taught to an academic level of ninth grade or higher (e.g., to high school academic standards).

WAC 180-51-067 State subject and credit requirements for high school graduation — Students entering the ninth grade on or after July 1, 2012.
   (4) Three social studies credits (2.5 credits prescribed courses, plus a .5 credit social studies elective) and a noncredit requirement. The social studies requirement shall consist of the following mandatory courses or equivalencies:
   (b) Successful completion of Washington state history and government shall be required, subject to the provisions of RCW 28A.230.170; RCW 28A.230.090 and WAC 392-410-120, and shall consider including information on the culture, history, and government of the American Indian peoples who were the first inhabitants of the state. Successful completion must be noted on each student's transcript. The Washington state history and government requirement may be waived by the principal for students who: (i) Have successfully completed a state history and
21. How should high school academic level courses taken prior to high school be recorded?

**Answer:** Courses taken prior to high school that are at a high school academic level are treated the same as courses taken in grades 9–12. The month/year, grade level, state course code, district course code, course title, letter grade, credit attempted, and credit earned is listed and included in the calculation of the student's GPA. The transcript should note the grade level at which the credit was attempted and earned.

**RCW 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.

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(4) If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

(a) The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or

(b) The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district as determined by the school district board of directors.

22. Can a student have courses taken prior to high school removed from their transcript after it was requested to be included?

**Answer:** Once a student’s high school academic level course is on a transcript it cannot be removed. The transcript must include the student’s academic history for all high school level courses attempted, including courses taken before high school when the student or family requests the course to be added.

**RCW 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.

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(4) If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

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

(2)(a) Authorized and required transcript information effective now:

(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.
23. If a teacher is teaching an 8th grade high school academic level class but is only certified K-8, can it go on the transcript?

**Answer:** Courses can only be included on the high school transcript if they are a high school level course (high school academic level). It is the rigor of the course, not who is teaching it, that determines if high school credit is given. If it is an 8th grade course and an 8th grade curriculum, then it cannot be included on the transcript. If it is an 8th grade course and a high school academic level curriculum, then it can be included on the transcript if the requirements are met. The question of whether teachers with K–8 certification can teach the high school level 8th grade course is not a transcript question, and would need to be addressed by the Certification office.

RCW 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.

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(4) If requested by the student and his or her family, a student who has completed high school courses before attending high school shall be given high school credit which shall be applied to fulfilling high school graduation requirements if:

(a) The course was taken with high school students, if the academic level of the course exceeds the requirements for seventh and eighth grade classes, and the student has successfully passed by completing the same course requirements and examinations as the high school students enrolled in the class; or

(b) The academic level of the course exceeds the requirements for seventh and eighth grade classes and the course would qualify for high school credit, because the course is similar or equivalent to a course offered at a high school in the district as determined by the school district board of directors.

24. If a student takes 8th grade algebra and retakes it in 9th grade should both courses be shown, including grades and credits earned in the course, or just the better grade earned?

**Answer:** All occurrences of repeated courses taken for high school credit must be included on the transcript, along with the credits earned in each of those occurrences. If a middle school course was recorded on the high school transcript (because the student/parent requested it be granted high school credit) and then retaken for grade improvement, the higher grade earned in the course is included in the calculation of the student’s GPA. The record of the lower graded course will also still appear on the transcript, however, with the credit reported as 0.00. (Please see the Repeated Courses section of this document for additional information.)

WAC 392-415-055 Definition – Grade point average.

(4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:

(d) 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. Districts and schools shall not convert letter grades to nonnumerical grades/marks for the purpose of this subsection.

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

(2)(a) Authorized and required transcript information effective now:

(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.
25. Is there a time limit for adding high school academic level courses taken prior to high school to the transcript?

**Answer:** The relevant RCW and WAC do not provide a time frame in which students and families must request that high school academic level courses taken prior to high school be added to the transcript. Districts should provide clear guidance regarding a time frame.

### Repeated Courses

26. What is the correct procedure when a student repeats a course for a better grade earned in a course? Do you remove the credit and GPA from the transcript? Can you change the original “F” to an “NC”?

**Answer:** All occurrences of repeated courses must be included on the transcript, along with the letter grade earned in each of those occurrences. If a course is retaken for grade improvement, the course with the higher grade earned is included in the calculation of the student’s GPA. The credits attempted and credits earned of the lower graded course will be reported as 0.00 on the transcript. The credits from repeated courses may only be counted twice if both grades earned in a course are factored into the GPA calculation (e.g., two semesters of the same choir course). Otherwise credits from only one course may be counted. Districts cannot convert letter grades earned in a course to grades/marks not used in the GPA calculation; only the credits attempted and earned should be modified.

A repeat course for a better grade can count in either of the following ways. In either case, both courses and the letter grades are always displayed on the transcript. It is up to the school/district to determine if a course meets multiple credit types (i.e., Algebra I and an elective). If it is determined that course does meet multiple credit types, then the student may decide to do either of the two options listed.

1. Counting only one course as a replacement course for a better letter grade.
   - The old course still shows, but the credits earned or credits attempted are reported as zero (0); therefore, it does not count in the GPA or toward graduation requirements.

2. Counting both courses toward different credit types.
   - The old course shows and the credits earned or credits attempted are reported for both courses and count in the GPA. One course counts towards the subject credit for that course (i.e., Algebra I) and one may count toward another type of credit (i.e., elective). They cannot count toward the same type of graduation credit (i.e., Algebra I and Algebra I).

**WAC 392-415-055 Definition – Grade point average.**

(4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:

(a) Nonnumerical marks/grades shall be excluded from the calculation of grade point averages; and

(b) Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages. This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).

(c) 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.
(d) 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. Districts and schools shall not convert letter grades to nonnumerical grades/marks for the purpose of this subsection.

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

(2)(a) Authorized and required transcript information effective now:

(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.

27. Is there any special notation placed by a course that has been repeated?

**Answer:** No there is not a special notation for repeated courses; multiple occurrences of the course code reflect that the course was repeated.

28. If a student takes a correspondence course, can that course, including the grade and credit, replace a course the student had previously taken and for which a lower grade was earned?

**Answer:** Yes. If a student repeats a course outside of your district (e.g., online, correspondence, other district, summer school) the district determines if the course is equivalent to a course within their catalog and can be used as a repeated course. All occurrences of repeated courses must be included on the transcript, along with the credits earned in each of those occurrences. When a course is retaken for grade improvement, the higher grade earned in the course is included in the calculation of the student’s GPA. The credit of the lower graded course will be reported as 0.00 on the transcript. The credits from repeated courses may only be counted twice if both grades earned in a course are factored into the GPA calculation (e.g., two semesters of the same choir course). Otherwise credits from only one course may be counted.

**WAC 392-410-310** Equivalency course of study -- Credit for correspondence courses, electronically mediated courses, and college courses.

Each common school district board of directors shall adopt policies governing the acceptance of correspondence or college courses for credit, including high school graduation credit. Such rules shall limit acceptance to courses from approved schools or institutions and shall be available upon request for review by students, parents, and the public. The following are approved schools:

(1) Schools that are members of the National University Continuing Education Association or accredited by the Distance Education and Training Council;

(2) Community colleges, technical colleges, four-year colleges and universities, and approved private schools in Washington state; and

(3) Other schools or institutions, including electronically mediated schools or programs, which are approved, after evaluation of a particular course offering, by the school district.

**WAC 392-415-055** Definition – Grade point average.

(4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:

(a) Nonnumerical marks/grades shall be excluded from the calculation of grade point averages; and

(b) Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages.

This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).

(c) 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.
(d) 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. Districts and schools shall not convert letter grades to nonnumerical grades/marks for the purpose of this subsection.

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

(2)(a) Authorized and required transcript information effective now:

(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.

29. If a student passes an EOC but not the actual course, may we change the letter grade from an “F” to a “P”?

**Answer:** Typically letter grades for courses are not changed. Teachers assign grades according to the district/school grading system established for the course and should not be changed without the teacher’s authorization. The grade marks used should be in accordance to the course/grade syllabus established for the course and in compliance to WAC 392-415-050 and should be applied universally for all students.

The more common and perhaps more appropriate method would be to treat the EOC as a replacement course and to grant credit for meeting competency. The district must establish and follow policies that are in line with the State Board of Education. See WAC 180-51-050, WAC 392-415-050, and also Question 2 from the State Board of Education’s Credits FAQ ([http://www.sbe.wa.gov/documents/FAQ%20Credit%20Rule%20Revisions.pdf](http://www.sbe.wa.gov/documents/FAQ%20Credit%20Rule%20Revisions.pdf)).

Below is some more description and guidance around credit definition and transcripts:

- It is a district’s decision as to what may or may not receive credit as long as it meets the criteria for high school credit as defined in WAC 180-51-050.
- It is also a district’s decision as to what may be used for replacement or repeated courses.
- If the EOC is determined to meet these criteria and your district determines this is something they wish to award credit for:
  - it should be an option available to all students,
  - the district needs to determine what kind of credit,
  - the district needs to determine the credit amount, and
  - the district needs to have a documented procedure for the process of requesting this credit.
- The transcript for the competency based credit may reflect the Local Competency course-designation code.
- A student may not earn more than the one credit in any one course/graduation requirement. The only exceptions to this are recurring courses (e.g., journalism, advanced art or drama, concert band, etc.) or if the courses are used to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).
- If a district determines that a course that is approved for credit matches the same academic requirements and rigor as another course, then the course with the better letter grade may be used in the GPA in place of the other course. The credits attempted must be the same or greater than the original course.
• Both courses will still be listed on the transcript with the letter grade received; however, the course with the letter grade not being used in the GPA will have the credits attempted and credits earned listed as 0 (zero).

• The transcript for the competency based credit may reflect the Local Competency course-designation code.

**WAC 180-51-050 High school credit -- Definition.**

As used in this chapter the term "high school credit" shall mean:

(b) Satisfactory demonstration by a student proficiency/competency, as defined by written district policy, of the state's essential academic learning requirements (learning standards).

**WAC 392-415-050 Grade reporting and calculation system.**

(3) If high school credit is awarded on a competency basis as authorized under state board of education policy WAC 180-51-050(2), the district may use either of the following options for noting the students' performance on the state standardized transcript under WAC 392-415-070:

(a) Determine locally the equivalent passing mark/grade as listed under subsection (1) of this section; or

(b) Designate "pass" or "fail" or "no pass" in the appropriate manner on the transcript.

**WAC 392-410-310 Equivalency course of study -- Credit for correspondence courses, electronically mediated courses, and college courses.**

Each common school district board of directors shall adopt policies governing the acceptance of correspondence or college courses for credit, including high school graduation credit. Such rules shall limit acceptance to courses from approved schools or institutions and shall be available upon request for review by students, parents, and the public. The following are approved schools:

(1) Schools that are members of the National University Continuing Education Association or accredited by the Distance Education and Training Council;  
(2) Community colleges, technical colleges, four-year colleges and universities, and approved private schools in Washington state; and  
(3) Other schools or institutions, including electronically mediated schools or programs, which are approved, after evaluation of a particular course offering, by the school district.

**WAC 392-415-055 Definition – Grade point average.**

(4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:

(a) Nonnumerical marks/grades shall be excluded from the calculation of grade point averages; and

(b) Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages.

This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).

(c) 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.

(d) 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. Districts and schools shall not convert letter grades to nonnumerical grades/marks for the purpose of this subsection.

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

(2)(a) Authorized and required transcript information effective now:

(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.
Grades, Credits, and Diplomas

30. How are the totals in the Report Period and Cumulative Summary section of the transcript calculated?

**Answer:** Below are steps and examples to calculating the totals in the Report Period and Cumulative Summary section.

**01/2013 and Grade 12**

**Month/Year and Grade Level Summary**

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</table>

**For a Term and Grade Level (01/2013, Grade 12)**

- **Credits Earned:** Sum Credits Earned for the reporting period.  
  
  \[0.50 + 0.50 + 0.50 + 0.50 + 0.50 + 0.50 = 3.00\]

- **Credits Attempted:** Sum Credits Attempted for the reporting period.  
  
  \[0.50 + 0.50 + 0.50 + 0.50 + 0.50 + 0.50 = 3.00\]

- **GPA Earned:** Sum GPA Credits Earned for the reporting period. Exclude non-numerical marks/grades such as P/N, CR/NC, S/U, W.  
  
  In the example above, course ELE888 OFFICE AIDE is excluded because the letter grade received was an “S”.  
  
  \[0.50 + 0.50 + 0.50 + 0.50 + 0.50 = 2.50\]

- **GPA Attempted:** Sum GPA Credits Attempted for the reporting period. Exclude non-numerical marks/grades such as P/N, CR/NC, S/U, W.  
  
  In the example above, course ELE888 OFFICE AIDE is excluded because the letter grade received was an “S”.  
  
  \[0.50 + 0.50 + 0.50 + 0.50 + 0.50 = 2.50\]
• **GPA Points:** Multiply the numerical value (Grade Reporting and Calculation Scale) of each letter grade by the number of Credits Attempted for the reporting period. Exclude non-numerical marks/grades such as P/N, CR/NC, S/U, W and courses that were retaken. Then sum.

In the example above, course ELE888 OFFICE AIDE is excluded because the letter grade received was an “S”.

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

\[(3.7 \times 0.50) + (4.0 \times 0.50) + (4.0 \times 0.50) + (4.0 \times 0.50) + (4.0 \times 0.50) = 9.85\]

• **GPA:** Divide GPA Points by the GPA Credits Attempted and round to the third decimal place.

GPA Points / GPA Credits Attempted

\[9.85 / 2.5 = 3.940\]

### Cumulative

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<td>18.50</td>
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• **Cumulative Credits Earned:** Sum all Credits Earned.

\[2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 3.00 = 19.00\]

• **Cumulative Credits Attempted:** Sum all Credits Attempted.

\[2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 3.00 = 19.00\]

• **Cumulative GPA Earned:** Sum all GPA Credits Earned.

\[2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 2.50 = 18.50\]

• **Cumulative GPA Attempted:** Sum all GPA Credits Attempted.

\[2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 0.00 + 2.50 = 18.50\]

• **Cumulative GPA Points:** Sum all GPA Credits Points.

\[9.50 +9.50 +11.55+11.50 +9.55 +9.35 +0.00 + 9.85 = 70.80\]

• **Cumulative GPA:** 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

\[70.80 / 18.50 = 3.827\]
WAC 392-415-050 Grade reporting and calculation system.

(1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

(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

(2) The minimal passing mark/grade is D = 1.0. Nonnumerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.

(3) If high school credit is awarded on a competency basis as authorized under state board of education policy WAC 180-51-050(2), the district may use either of the following options for noting the students' performance on the state standardized transcript under WAC 392-415-070:

(a) Determine locally the equivalent passing mark/grade as listed under subsection (1) of this section; or
(b) Designate "pass" or "fail" or "no pass" in the appropriate manner on the transcript.

WAC 392-415-055 Definition – Grade point average.

(1) Each student's "grade point average" shall be the sum of the point values, as defined in WAC 392-415-050, of all the marks/grades received for all courses attempted, divided by the sum of the credits for all courses attempted.

(2) The grade point value shall be rounded by multiplying the numerical value of the mark/grade earned by the number of credits assigned to the course.

(3) Grade point averages shall be rounded to the third decimal place and reported for each trimester/semester or other term and for the cumulative credits earned for all courses attempted in high school.

(4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:

(a) Nonnumerical marks/grades shall be excluded from the calculation of grade point averages; and
(b) Only the highest mark/grade earned for a class/course taken more than once to improve a mark/grade shall be included in the calculation of grade point averages.

This exception shall not apply to recurring courses. Recurring courses are not considered repeated courses taken for the purpose of improving a mark/grade. Recurring courses are those taken by a student to further develop their understanding and skills in the subject (e.g., journalism, advanced art or drama, concert band, etc.), or is taken by the student more than once to satisfy different credit requirements (e.g., advanced drama taken three times to meet an elective requirement, an art requirement, and the occupational education requirement).

(c) 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.

(d) 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. Districts and schools shall not convert letter grades to nonnumerical grades/marks for the purpose of this subsection.
31. How should schools handle failing grades earned in a course --some use an “F”, others use “No Credit”, and others use a scale of “A” through “E”?

**Answer:** It is a district determination as to which letter grade to use, as long as those letter grades comply with WAC 392-415-050. Transcripts must reflect the grade reporting/recording scale under WAC 392-415-050 (either with or without “+’s” and “–’s”). Transcripts cannot reflect grades of A+ or D-. Districts should guide whether an “E” or “F” grade earned in a course is turned into a “No Pass” grade without credit. The course must be listed on the transcript regardless.

**WAC 392-415-050 Grade reporting and calculation system.**

(1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

(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

(2) The minimal passing mark/grade is D = 1.0. Nonnumerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.

(3) If high school credit is awarded on a competency basis as authorized under state board of education policy WAC 180-51-050(2), the district may use either of the following options for noting the students' performance on the state standardized transcript under WAC 392-415-070:

(a) Determine locally the equivalent passing mark/grade as listed under subsection (1) of this section; or
(b) Designate "pass" or "fail" or "no pass" in the appropriate manner on the transcript.

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

(2) (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.

32. How should schools transcribe “I-Incomplete”, “VP-Vanishing Pass”, or “VF-Vanishing Failing”?

**Answer:** It is a district determination as to which letter grade to use, as long as those letter grades comply with WAC 392-415-050. Districts should guide whether these are turned into a “No Pass”, “No Credit”, or “Unsatisfactory” grade without credit. The course must be listed on the transcript regardless of the grade.
WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.
(2) (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.

WAC 392-415-050 Grade reporting and calculation system.
(1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
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<tbody>
<tr>
<td>A</td>
<td>= 4.0</td>
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<tr>
<td>A-</td>
<td>= 3.7</td>
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<tr>
<td>B+</td>
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<td>B</td>
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<td>B-</td>
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<td>C+</td>
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<td>C</td>
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<td>C-</td>
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<td>D+</td>
<td>= 1.3</td>
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<tr>
<td>D</td>
<td>= 1.0</td>
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<tr>
<td>E or F</td>
<td>= 0.0</td>
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</tbody>
</table>

(2) The minimal passing mark/grade is D = 1.0. Nonnumerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.

(3) If high school credit is awarded on a competency basis as authorized under state board of education policy WAC 180-51-050(2), the district may use either of the following options for noting the students' performance on the state standardized transcript under WAC 392-415-070:
(a) Determine locally the equivalent passing mark/grade as listed under subsection (1) of this section; or
(b) Designate "pass" or "fail" or "no pass" in the appropriate manner on the transcript.

33. When transferring a course that was awarded a grade of D and with no credit earned, can the new school change the 0.0 credit to a .50 credit if that is the grading/credit scale that is used at the school?

**Answer:** No. If another district/school did not award a credit for a course the new district/school cannot change the course to receive credit. A zero credit cannot generate a credit no matter what the district’s grading and credit scale is.

WAC 180-51-050 High school credit — Definition.
As used in this chapter the term "high school credit" shall mean:

(6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. The policy may include reliance on the professional judgment of the building principal or designee in determining whether or not a credit meets the district's standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.

WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.
(2) (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.
34. How are pass/fail (no pass) courses handled in determining a student’s GPA?

**Answer:** Non-numerical grades/marks earned in a course such as pass/no pass are NOT calculated into the GPA.

**WAC 392-415-055** Definition – Grade point average.
(4) All marks/grades for all courses taken shall be included in the calculation of grade point averages except for:
(a) Nonnumerical marks/grades shall be excluded from the calculation of grade point averages; and

**WAC 392-415-050** Grade reporting and calculation system.
(2) The minimal passing mark/grade is D = 1.0. Nonnumerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.

35. What's the policy on changing a student's grade earned in a course?

**Answer:** Teachers assign grades. Districts dictate how and when a student’s grade earned in a course can be changed. OSPI encourages districts to establish clear guidance on grade change procedures.

36. Can a district convert all Home School grades/credits earned in a course to Pass/Fail grades?

**Answer:** Yes. It is a district determination as to how to awarded letter grades for district and transfer courses (i.e., home school, college, out-of-school learning, etc.).

**WAC 392-410-300** Equivalency course of study – Credit for learning experiences conducted away from school or by persons not employed by the school district.
(1) Credit, including high school graduation credit, may be granted for school planned or approved learning experiences primarily conducted away from the facilities owned, operated, or supervised by the district or conducted primarily by individuals not employed by the district.
2) School planned or approved learning experiences such as, but not limited to, travel study, work study, private lessons, and educational programs sponsored by governmental agencies may be accepted for credit upon compliance with written policies established by the district.

**WAC 392-415-050** Grade reporting and calculation system.
(b) Designate "pass" or "fail" or "no pass" in the appropriate manner on the transcript.

37. Can modified grades and/or curriculum be noted on the transcript?

**Answer:** Based on Office of Civil Rights (OCR) guidance (link below) modified grades may not be listed on the transcript; however, course titles may include an asterisk to indicate a modified curriculum as long as this is done for all students and not just for cases of students receiving special education services.
Transcripts may not to disclose that a student is in a special education program or has a disability. Some of the guidance is conflicting, so the high school transcript committee went with the decision that most benefited the student when it came to notating modified grades and/or curriculum on the transcript.

The OCR guidance may be found at [http://www2.ed.gov/about/offices/list/ocr/letters/colleague-qa-20081017.html](http://www2.ed.gov/about/offices/list/ocr/letters/colleague-qa-20081017.html).
38. Can waivers be included on the transcript?

**Answer:** No. The purpose of the transcript is to communicate a student’s academic history for all high school level courses attempted. The purpose is not to track graduation requirements. Waivers imply that a course has not been attempted and therefore no credits were earned. Only the mandatory high school transcript contents may be listed on the transcript. Information that is not authorized to be placed directly on the state standardized transcript, such as information about waived graduation requirements, may be placed on a second page that can be stapled to or enclosed with the standardized transcript.

**WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.**
(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) (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.

39. While a 4.0 grade point scale is required for the Washington State transcript, does this requirement preclude districts from using a 5.0 scale for local purposes such as honors at graduation?

**Answer:** It is a district determination as to the grading scale it uses; however, it must be translated to the grade reporting and calculation system from WAC 392-415-050 for the transcript.

**WAC 392-415-050 Grade reporting and calculation system.**
(1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

<table>
<thead>
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<tbody>
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<td>A-</td>
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<td>(k)</td>
<td>E or F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

(2) The minimal passing mark/grade is D = 1.0. Nonnumerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.
40. Can a district give credit for meeting standard on the state assessment, WASL, COE, portfolio, EOC, or senior project?

**Answer:** It is a local decision on which courses receive credit. Awarding credit for items such as the state assessments (WASL, HSPE, and EOC), alternative assessments (Portfolio, DAPE, and CAA Options), or senior project is consistent with the district option to award credit on the basis of clearly identified competencies in WAC 180-51-050.

**WAC 180-51-050 High school credit -- Definition.**

As used in this chapter the term "high school credit" shall mean:
(b) Satisfactory demonstration by a student proficiency/competency, as defined by written district policy, of the state’s essential academic learning requirements (learning standards).

**WAC 392-415-050 Grade reporting and calculation system.**

(3) If high school credit is awarded on a competency basis as authorized under state board of education policy WAC 180-51-050(2), the district may use either of the following options for noting the students’ performance on the state standardized transcript under WAC 392-415-070:
(a) Determine locally the equivalent passing mark/grade as listed under subsection (1) of this section; or
(b) Designate "pass" or "fail" or "no pass" in the appropriate manner on the transcript.

41. Can a district/school post a grade earned in a course before the end of the normally defined term (e.g., quarter, semester)?

**Answer:** Grades earned in courses can be posted for courses before the end of the term. The timing of when a grade is earned in a course and when it is posted is a local determination.

42. What is a State Diploma? What is an Adult Diploma? Are they equivalent?

**Answer:** There is no such thing as a State Diploma or an Adult Diploma. The only diploma available in Washington is the high school diploma. High school diplomas can be issued by a school district or by a community or technical college approved to issue the high school diploma. School districts and community or technical colleges can add local graduation requirements to those set by the State Board of Education, but both districts and community or technical colleges must at least require the State Board minimums. Regardless of the district or community or technical college requirements, the diploma issued is simply a high school diploma.

**RCW 28A.230.120 High school diplomas — Issuance — Option to receive final transcripts — Notice.**

(1) School districts shall issue diplomas to students signinggraduation from high school upon the students' satisfactory completion of all local and state graduation requirements. Districts shall grant students the option of receiving a final transcript in addition to the regular diploma.

(2) School districts or schools of attendance shall establish policies and procedures to notify senior students of the transcript option and shall direct students to indicate their decisions in a timely manner. School districts shall make appropriate provisions to assure that students who choose to receive a copy of their final transcript shall receive such transcript after graduation.

(3)(a) A school district may issue a high school diploma to a person who:
(i) Is an honorably discharged member of the armed forces of the United States; and
(ii) Left high school before graduation to serve in World War II, the Korean conflict, or the Vietnam era as defined in RCW 41.04.005.

(b) A school district may issue a diploma to or on behalf of a person otherwise eligible under (a) of this subsection notwithstanding the fact that the person holds a high school equivalency certification or is deceased.

(c) The superintendent of public instruction shall adopt a form for a diploma application to be used by a veteran or a person acting on behalf of a deceased veteran under this subsection (3). The superintendent of public instruction shall specify what constitutes acceptable evidence of eligibility for a diploma.
43. Can schools within a school district have different credit requirements? For instance, can one high school award the high school diploma for a 21.5 credit requirement, when the other two high schools in the district require 22.5?

**Answer:** There is no WAC or RCW that precludes a district from having a policy that allows different schools to have different credit requirements. The district’s policy must articulate any school-to-school differences in graduation requirements. However, each school’s credit requirements must include the minimum required by the State Board of Education.

44. Can individual students within a school be awarded a diploma with different credit requirements? For instance, can a diploma be awarded to one student for 19 credits when the school/district requires 22.5?

**Answer:** Students must always meet the district graduation requirements for their class. There is no WAC or RCW that precludes a district from having a policy that allows individual students within specific and declared situations to receive a diploma based on different district requirements. However, these detailed situations must be in district policy. However, each school’s credit requirements must include the minimum required by the State Board of Education. No matter the credit amount, all granted diplomas are high school diplomas.

**RCW 28A.230.120 High school diplomas — Issuance — Option to receive final transcripts — Notice.**

(1) School districts shall issue diplomas to students signifying graduation from high school upon the students' satisfactory completion of all local and state graduation requirements. Districts shall grant students the option of receiving a final transcript in addition to the regular diploma.

45. How do I record a CTE course credit that is split between a CTE course and an academic core course?

**Answer:** A CTE course that is used (whole or partial credit) for an academic core course must be listed on the transcript using the academic core course’s Course ID, Course Title, Content Area Code, State Course Code, and any Course Designation Code(s). In addition the original CTE course’s CIP Course Code is also included so that it may be recognized as coming from a CTE course.

**RCW 28A.230.097 Career and technical high school course equivalencies.**

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(1) Each high school or school district board of directors shall adopt course equivalencies for career and technical high school courses offered to students in high schools and skill centers. A career and technical course equivalency may be for whole or partial credit. Each school district board of directors shall develop a course equivalency approval procedure.

(2) Career and technical courses determined to be equivalent to academic core courses, in full or in part, by the high school or school district shall be accepted as meeting core requirements, including graduation requirements, if the courses are recorded on the student's transcript using the equivalent academic high school department designation and title. Full or partial credit shall be recorded as appropriate. The high school or school district shall also issue and keep record of course completion certificates that demonstrate that the career and technical courses were successfully completed as needed for industry certification, college credit, or preapprenticeship, as
applicable. The certificate shall be either part of the student's high school and beyond plan or the student's culminating project, as determined by the student. The office of the superintendent of public instruction shall develop and make available electronic samples of certificates of course completion.

Course Designation Codes

46. What are the Course Designation Codes that can be used on the transcript?

**Answer:** Below are allowable Course Designation Key values. Please note that O = Online is not a valid value on the high school transcript but is reported in CEDARS.

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

- **A: Advanced Placement (AP)**

47. What are Advanced Placement Courses and how should they be recorded?

**Answer:** The Advanced Placement (AP) program allows students in grades 9-12 to take rigorous college-level courses while still in high school. Courses in AP world language programs are the only AP courses allowed to be taken prior to 9th grade. Students may earn college credit and/or advanced placement into upper-level college courses by taking AP exams. Many colleges and universities recognize AP courses when making admissions decisions.

Only approved high schools may offer AP courses and courses must be taught by highly qualified high school teachers. AP teachers must submit course syllabi to the College Board for approval prior to using the AP trademark. AP cannot be taught at a college or through a college program such as Running Start. AP courses cannot also be IB or Running Start. A list of approved schools may be found at https://apcourseaudit.epiconline.org/ledger/.

Only courses with a finalized Course Audit form and an approved syllabus are authorized to display “AP” in course titles and to indicate an AP designation in the Course Designation Code (A). In addition, all AP course titles must include the official AP course title or abbreviation. If districts wish to also display their chosen course title/abbreviation, the district may include the official AP course title in brackets either before or after the district course title. Examples of acceptable and unacceptable course titles are below.

OK: AP European History
OK: Western Civilization [AP European History]
OK: [AP European History] Western Civilization
NOT OK: AP Western Civilization

For more information on approved and acceptable official AP course titles/abbreviations, go to http://apcentral.collegeboard.com/apc/public/courses/teachers_corner/index.html. A list of approved AP courses with course abbreviations can be found in Appendix Q, in the CEDARS Appendices, located at http://www.k12.wa.us/CEDARS/Manuals.aspx.
When reporting in CEDARS both the AP Course Designation Code (A) and AP Course Code must be provided in (“Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code” or “Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code”).


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

(2)(a) Authorized and required transcript information effective now:

(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 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.

48. Can a transcript be altered for a student who took an AP course, but did not take the test, to indicate an Honors course rather than an AP course?

**Answer:** Courses attempted through Advanced Placement shall be noted with an "A" course designation code, whether or not the AP exam is taken. Courses attempted through an honors option shall be noted with an "H" course designation code. AP courses should not be renamed or recoded based on participation on the AP exam.

**B: CADR (College Academic Distribution Requirements)**

49. What are CADR (College Academic Distribution Requirements) Courses?

**Answer:** The College Academic Distribution Requirements (CADRs) refer to college admissions criteria established by the Washington Student Achievement Council (WSAC). The term differs from high school graduation requirements that are determined by the State Board of Education and local school districts. Courses meeting CADR are determined by the school district and noted on the transcript with the “B” designation. More information about courses and guidelines can be found on the Washington Student
Achievement Council’s website at [http://www.wsac.wa.gov/](http://www.wsac.wa.gov/). District curriculum staff may have already reviewed and determined which courses meet the College Academic Distribution Requirements (CADR) guidelines.

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

(2)(a) Authorized and required transcript information effective now:

- (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 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.

**RCW 28A.230.010 Course content requirements -- Duties of school district boards of directors.**

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

School district boards of directors shall identify and offer courses with content that meet or exceed:

1. The basic education skills identified in RCW 28A.150.210;
2. The graduation requirements under RCW 28A.230.090;
3. The courses required to meet the minimum college entrance requirements under RCW 28A.230.130; and
4. The course options for career development under RCW 28A.230.130.

Such courses may be applied or theoretical, academic, or vocational.

50. If a transfer course from out of state has a course designator of college prep, can we indicate the course is CADR on the transcribed course?

**Answer:** It is determined at the district level how transfer-in courses are transcribed and equated to their courses. Most often the data on the transcript is transcribed as it is displayed on the official transcript from the previous school. If your district/school determines that the transferring course maps to a course in the school that is CADR, then the district/school may also determine to designate the transferred course as such; however, it is not required to do so. If information on the transcript is not clear or the student is transferring from out of state, it is incumbent on the receiving school to contact the applicable high school for clarification.

- **K: Cambridge Program**

51. What are Cambridge Program Courses?

**Answer:** The University of Cambridge offers an international, pre-university curriculum and examination system that emphasizes the value of a broad and balanced education for academically-able students. The Cambridge Program (K) includes General Certificate of Education (GCE) Advanced (A) and Advanced Subsidiary (AS) level courses, and International General Certificate of Secondary Education (IGCSE) level courses. For more information, go to the University of Cambridge International Examinations website at [http://www.cie.org.uk/](http://www.cie.org.uk/).

Cambridge courses are taught by high school teachers to students at approved high schools. It is not taught at a college or through a college program such as Running Start. Cambridge courses cannot also be Running Start.
52. What are College in High School Courses?

**Answer:** The College in the High School program allows students in grades 11-12 to concurrently enroll in high school and college to earn both high school and college credits. These courses are offered within the high school and taught by high school teachers who have been trained and approved in the program by the sponsoring college or university. Students within the program are enrolled in the college or university and are responsible for paying the tuition for the course. The cost will vary with each college or university.

College in the High School courses are taught by program qualified high school teachers to students at high schools that have a contract with a college or university. It is not taught at a college or through another college program such as Running Start.

Please note that College in High School courses should not be confused with Running Start courses which may also be taken in school district facilities per contract with the college or university provider. College in the High School courses cannot also be Running Start.

For more information on College in High School, go to [http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/DualCredit/CollegeEnrollment.aspx](http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/DualCredit/CollegeEnrollment.aspx).
(e) A school district must grant high school credit to a student enrolled in a program course if the student successfully completes the course. If no comparable course is offered by the school district, the school district superintendent shall determine how many credits to award for the course. The determination shall be made in writing before the student enrolls in the course. The credits shall be applied toward graduation requirements and subject area requirements. Evidence of successful completion of each program course shall be included in the student’s secondary school records and transcript.

(f) An institution of higher education must grant college credit to a student enrolled in a program course if the student successfully completes the course. The college credit shall be applied toward general education requirements or major requirements. If no comparable course is offered by the college, the institution of higher education at which the teacher of the program course is employed shall determine how many credits to award for the course and whether the course fulfills general education or major requirements. Evidence of successful completion of each program course must be included in the student’s college transcript.

(g) Eleventh and twelfth grade students or students who have not yet received a high school diploma or its equivalent and are eligible to be in the eleventh or twelfth grades may participate in the college in the high school program.

(h) Participating school districts must provide general information about the college in the high school program to all students in grades ten, eleven, and twelve and to the parents and guardians of those students.

(i) Full-time and part-time faculty at institutions of higher education, including adjunct faculty, are eligible to teach program courses.

4. The definitions in this subsection apply throughout this section.

(a) "Institution of higher education" has the meaning in RCW 28B.10.016 and also includes a public tribal college located in Washington and accredited by the Northwest commission on colleges and universities or another accrediting association recognized by the United States department of education.

(b) "Program course" means a college course offered in a high school under the college in the high school program.

53. If a high school offers a course that qualifies as “college-in-high school” do we have to list the course designation code on the transcript even if they don’t pay for the course? Should a school/district award dual credit to a student who successfully completes a college course in the high school course?

**Answer:** All high school level courses attempted must be included on the transcript no matter who pays, or doesn’t pay, for the course. Districts should establish clear guidance regarding the recognition and acceptance of attempted and earned credits and whether they should be designated as a college course.

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

(2) (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.

**WAC 180-51-050** High school credit – definition.

(2) College and university course work. At the college or university level, five quarter or three semester hours shall equal 1.0 high school credit: Provided, That for the purpose of this subsection, “college and university course work” means course work that generally is designated 100 level or above by the college or university.

(6) Each high school district board of directors shall adopt a written policy regarding the recognition and acceptance of earned credits. The policy shall apply to all high schools in the district. The policy may include reliance on the professional judgment of the building principal or designee in determining whether or not a credit meets the district’s standards for recognition and acceptance of a credit. The policy shall include an appeal procedure to the district if it includes reliance on the professional judgment of the building principal or designee.

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

(2)(a) Authorized and required transcript information effective now:
(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 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.

### H: Honors Option

54. **What are Honors Courses?**

**Answer:** Honors courses are determined by the district/school. Districts should establish clear guidance regarding what courses should be designated as Honors.

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

(2)(a) Authorized and required transcript information effective now:

(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 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.

### I: International Baccalaureate

55. **What are International Baccalaureate Courses and how should they be recorded?**

**Answer:** The International Baccalaureate program offers high quality programs of international education to a worldwide community of schools. The three programs for students aged 3 to 19 help develop the intellectual, personal, emotional, and social skills to live, learn, and work in a rapidly globalizing world.

IB courses are taught by program qualified school teachers to students ages 3-19 at approved PK-12 schools. It cannot be taught at a college or through a college program such as Running Start. IB courses cannot also be AP or Running Start.

The International Baccalaureate Course Designation Code (I) should only be used in schools with approved courses. A list of approved public and private schools may be found at [http://www.ibo.org/school/search/index.cfm?programmes=&country=US&region=WA&find_schools=Find](http://www.ibo.org/school/search/index.cfm?programmes=&country=US&region=WA&find_schools=Find).

All IB courses must use the official IB course title or abbreviation identified in Appendix Q, in the CEDARS Appendices, located at [http://www.k12.wa.us/CEDARS/Manuals.aspx](http://www.k12.wa.us/CEDARS/Manuals.aspx). If districts wish to also display their chosen course title, the district may include the official IB course title/abbreviation in brackets either before or after the district course title.

When reporting in CEDARS both the IB Course Designation Code (I) and the IB Course Code must be provided. ("Element D09 – Advanced Placement (AP) and International Baccalaureate (IB) Code" or "Element H16 – Advanced Placement (AP) and International Baccalaureate (IB) Code").
For more information, go to the International Baccalaureate website at http://www.ibo.org/.

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

(2)(a) Authorized and required transcript information effective now:

(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 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.

### L: Local Competency Test

**56. What is the Local Competency Test designation?**

**Answer:** Use this designation when a student takes a Local Competency Test in PK-12 schools in lieu of taking the actual class and passes via the score of that test. A Local Competency Test is a test only used in Washington State (i.e., with a local teacher).

Courses designated as a Local Competency Test cannot also be Running Start. Running Start students take actual courses and not competency based assessments.

**WAC 180-51-050 High school credit – definition.**

As used in this chapter the term "high school credit" shall mean:

(4) Community/technical college high school completion program - Diploma awarded by school district. A minimum of .5 and a maximum of 1.0 high school credit may be awarded for every five quarter or three semester hours of community/technical college high school completion course work: Provided, That for purposes of awarding equivalency credit under this subsection, college and university high school completion course work includes course work that is designated below the 100 level by the college and the course work is developmental education at grade levels nine through twelve or the equivalent of a four-year high school program. (See also WAC 180-51-053)

(5) Each high school district board of directors shall adopt a written policy for determining the awarding of equivalency credit authorized under subsection (4) of this section. The policy shall apply uniformly to all high schools in the district.

### N: National Competency Test

**57. What is the National Competency Test designation?**

**Answer:** Use this designation when a student takes a National Competency Test in PK-12 schools in lieu of taking the actual class and passes via the score of that test. A National Competency Test is a test that is used in Washington State and in one or more other states (i.e., STAMP, ACTFL OPI, OPIc, and WPT and LinguaFolio Collection of Evidence, or SLPI for ASL).

Courses designated as a National Competency Test cannot also be Running Start. Running Start students take actual courses and not competency based assessments.
**WAC 180-51-050** High school credit – definition.

As used in this chapter the term "high school credit" shall mean:

(4) Community/technical college high school completion program - Diploma awarded by school district. A minimum of .5 and a maximum of 1.0 high school credit may be awarded for every five quarter or three semester hours of community/technical college high school completion course work: Provided, That for purposes of awarding equivalency credit under this subsection, college and university high school completion course work includes course work that is designated below the 100 level by the college and the course work is developmental education at grade levels nine through twelve or the equivalent of a four-year high school program. (See also WAC 180-51-053)

(5) Each high school district board of directors shall adopt a written policy for determining the awarding of equivalency credit authorized under subsection (4) of this section. The policy shall apply uniformly to all high schools in the district.

- **Q: Quantitative**

  **58. What are Quantitative Courses?**

  **Answer:** Use this designation to note quantitative type courses. Below are course examples that may be considered as quantitative.

  - Algebra I
  - Algebra II
  - Intermediate Algebra
  - Integrated Math I
  - Integrated Math II
  - Integrated Math III
  - Statistics
  - Applied Math
  - Other algebra-based science courses
  - Other math-based quantitative courses (including career and technical courses)

  One use of this data is that students entering college or university beginning Summer 2012 must earn a credit in a math-based Quantitative course during their senior year of high school. This course designation code along with the grade level will allow colleges and universities to determine if this requirement was met. More information about courses and guidelines can be found on the Washington Student Achievement Council’s website at [http://www.wsac.wa.gov/](http://www.wsac.wa.gov/).

- **R: Running Start**

  **59. What are Running Start Courses?**

  **Answer:** Running Start is intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 parent and student Learning by Choice Law (PDF).

  Students in grades 11 and 12 are allowed to take college courses at or under the authority of Washington’s community and technical colleges, and at Central Washington University, Eastern Washington University, Washington State University, The Evergreen State College, and Northwest Indian and Spokane Tribal Colleges if the institution’s governing board decides to participate in the program.
Running Start Students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes, thus accelerating their progress through the education system. The exercise of that right is subject only to minimal eligibility and procedural requirements, which are spelled out, in state administrative rules. For more information, go to the OSPI Running Start website at http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/RunningStart.aspx.

WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.  
(2)(a) Authorized and required transcript information effective now:  
(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 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.

RCW 28A.600.300 Running start program – Definition. 
(1) The program established in this section through RCW 28A.600.400 shall be known as the running start program.  
(2) For the purposes of RCW 28A.600.310 through 28A.600.400, "participating institution of higher education" or "institution of higher education" means:  
(a) A community or technical college as defined in RCW 28B.50.030;  
(b) A public tribal college located in Washington and accredited by the northwest commission on colleges and universities or another accrediting association recognized by the United States department of education; and  
(c) Central Washington University, Eastern Washington University, Washington State University, and The Evergreen State College, if the institution's governing board decides to participate in the program in RCW 28A.600.310 through 28A.600.400.

WAC 392-169-015 Running start program – Definition. 
As used in this chapter, the terms "running start" and "running start program" mean the part-time to full-time equivalent enrollment under this chapter of eligible eleventh and twelfth grade high school students in an institution of higher education for the purpose of earning at least high school credit to be awarded by a school district, and such additional college level or university level credit as may be awarded by the institution of higher education.

WAC 392-169-085 High school credit – Award by school districts. 
Upon confirmation by an institution of higher education of a student’s successful completion of running start program courses under this chapter, the school district shall record on the student’s secondary school records and transcript the high school credit previously confirmed under WAC 392-169-050 together with a notation that the courses were taken at an institution of higher education.

60. Are all Running Start courses required to be shown on the high school transcript? 

Answer: All Running Start courses must be listed on the transcript and with an “R” course designation code. Running Start is “for the purpose of earning at least high school credit to be awarded by a school district, and such additional college level or university level credit as may be awarded by the institution of higher education.” The name of college is also included under the Schools Attended section of the transcript.
Courses that are listed as Running Start cannot also be any of the following types of courses because of proprietary rights, funding, and other participation requirements.

- Advanced Placement (A)
- Cambridge Program (K)
- College in the High School (C)
- International Baccalaureate (I)
- Local Competency Test (L),
- National Competency Test (N)
- Tech Prep (T)

Please also remember when transferring Running Start credits into the high school that the college/university credits must be converted to high school credits. For example, at the college or university level, five quarter or three semester hours shall equal 1.0 high school credit (WAC 180-51-050 High school credit – Definition).

WAC 392-169-015 Running start program – Definition.
As used in this chapter, the terms "running start" and "running start program" mean the part-time to full-time equivalent enrollment under this chapter of eligible eleventh and twelfth grade high school students in an institution of higher education for the purpose of earning at least high school credit to be awarded by a school district, and such additional college level or university level credit as may be awarded by the institution of higher education.

WAC 392-169-085 High school credit – Award by school districts.
Upon confirmation by an institution of higher education of a student's successful completion of running start program courses under this chapter, the school district shall record on the student's secondary school records and transcript the high school credit previously confirmed under WAC 392-169-050 together with a notation that the courses were taken at an institution of higher education.

WAC 392-415-070 Mandatory high school transcript contents — Items — Timelines.
(2)(a) Authorized and required transcript information effective now:
(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 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 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.

61. Do Running Start courses have to be on the transcript if the student asks for it not to be included?

Answer: If the student took the course as part of Running Start (i.e., district received running start apportionment, course was paid for by Running Start, etc.), then this needs to be part of the student’s transcript. If the student took a course on their own (i.e., paid for the course, enrolled independently of the running start program, etc.), then the student can choose to not give their college transcript for that course to the high school.
62. How does the high school transcribe a grade earned in a course from a college course through Running Start if the college uses a different grading scale than the high school (e.g., the college bases a B- on a 2.6 and the high school uses 2.7)? Will the student have different grades earned in a course on the high school and college transcripts?

**Answer:** College and high school transcripts can show different letter grades earned in a course; however, the high school transcript needs to record the letter grade earned in a course appropriate to the rules for K–12 and the college would follow their own grade rules. High schools must use the conversion table in WAC 392-415-050 to translate the numerical grade to a letter grade.

**WAC 392-415-050 Grade reporting and calculation system.**

(1) The standardized high school transcript shall report the marks/grades earned by students in courses as follows. It is not required to adopt a marking/grading system that uses pluses or minuses or, if adopted, to report pluses or minuses on standardized transcripts.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
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<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>E or F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

63. When a student in Running Start drops a course at the college, and receives a “W” on their college transcript, should the high school post the grade earned in the course as an “F” on the high school transcript?

**Answer:** Running Start courses that are dropped should be reported as “W”, just like any other course.

**WAC 392-415-050 Grade reporting and calculation system.**

(2) The minimal passing mark/grade is D = 1.0. Nonnumerical marks/grades such as pass/fail, pass/no pass, credit/no credit, and satisfactory/unsatisfactory marks also may be used. A mark/grade of "W" shall be used to indicate a withdrawal from a course.

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

(2) (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.
64. If a Running Start student fails to pay fees to a college, but otherwise completes the coursework satisfactorily, can the college withhold the grades earned in a course? Can the student be prevented from graduating from high school?

**Answer:** Failing to pay fees to a college should not prevent a student from graduating high school. The failure to pay college fees related to the earning of college credit via Running Start is separate from the issue of whether the student satisfactorily met the course requirements to pass and earned credits toward high school graduation. The college is limited to withholding the student’s grades with respect to the student’s college transcript, not their high school transcript.

**WAC 392-169-060** Enrollment -- Exception from tuition and fees.

A running start student shall not be required by an institution of higher education to pay any tuition or other fee as a condition to the student's full participation in running start college or university course work and related activities, or as a condition to the award of credit therefor: Provided, That requiring a running start student to provide and pay for consumable supplies, textbooks, and other materials to be retained by the student does not constitute the assessment of tuition or a fee for purposes of this section: Provided further, That this limitation on the assessment of tuition and fees does not apply to a student's enrollment above and beyond running start program enrollment limitations under this chapter (i.e., college and university enrollment in excess of one FTE and college and university summer enrollment may be conditioned upon the payment of regular tuition and fees).

65. If a student takes a course at a college (not Running Start but paying on their own) while they are enrolled in a high school is that course noted as a college course?

**Answer:** All high school level courses attempted must be included on the transcript no matter who pays for the course. Districts should establish clear guidance regarding the recognition and acceptance of attempted and earned credits and whether they should be designated as a college course. The college must be listed under schools attended if high school credit is granted.

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

(2)(a)(A) Authorized and required transcript information effective now:

(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
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.

- **S: Science Lab**

66. What are Science Lab Courses?

**Answer:** Students must earn two credits of laboratory science for admission to public baccalaureate institutions beginning summer of 2010. One credit must be in an algebra-based science course as determined by the school district. One credit must be in biology, chemistry, or physics. Principles of technology courses taught in Washington High Schools may satisfy the laboratory science requirement. More information about courses and guidelines can be found on the Washington Student Achievement Council’s website at [http://www.wsac.wa.gov/](http://www.wsac.wa.gov/).

- **T: Tech Prep**

67. What are Tech Prep Courses?

**Answer:** The Tech Prep program serves students in grades 9-12 and is offered through an articulation commitment between high school and college programs. All Tech Prep dual credit classes are taken on the high school campus, taught by Career and Technical Education (CTE) instructors, and identified as CTE classes. It is not taught at a college or through another college program such as Running Start. Tech Prep courses cannot also be Running Start.

CTE classes integrate academics with technical skill development to help prepare students for advanced education and careers related to "professional-technical" occupations. These include anatomy and physiology, nursing, veterinary science, business and finance, digi-tools (word processing, desktop publishing, voice recognition, web-based career exploration and others), Web design, graphic arts, video game design, culinary arts, mechanical engineering, construction, composite manufacturing and welding.


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

(2)(a) Authorized and required transcript information effective now:

(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 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.
68. How do we report CTE courses and credits when whole or partial credit is awarded for an academic course?

**Answer:** A CTE course that is used (whole or partial credit) for an academic core course must be listed on the transcript using the academic core course’s Course ID, Course Title, Content Area Code, State Course Code, and any Course Designation Code(s). In addition the original CTE course’s CIP Course Code is also included so that it may be recognized as coming from a CTE course.

**RCW 28A-230-097 Career and technical high school course equivalencies.**

(1) Each high school or school district board of directors shall adopt course equivalencies for career and technical high school courses offered to students in high schools and skill centers. A career and technical course equivalency may be for whole or partial credit. Each school district board of directors shall develop a course equivalency approval procedure.

(2) Career and technical courses determined to be equivalent to academic core courses, in full or in part, by the high school or school district shall be accepted as meeting core requirements, including graduation requirements, if the courses are recorded on the student’s transcript using the equivalent academic high school department designation and title. Full or partial credit shall be recorded as appropriate. The high school or school district shall also issue and keep record of course completion certificates that demonstrate that the career and technical courses were successfully completed as needed for industry certification, college credit, or preapprenticeship, as applicable. The certificate shall be either part of the student’s high school and beyond plan or the student’s culminating project, as determined by the student. The office of the superintendent of public instruction shall develop and make available electronic samples of certificates of course completion.

**Culminating Project/High School and Beyond Plan**

69. When did the state graduation requirements for a Culminating Project and High School and Beyond Plan go into effect?

**Answer:** The requirements for a Culminating Project and High School and Beyond Plan started in the fall of 2004 for students who began ninth grade in the 2004–05 school year (the graduating Class of 2008).

**WAC 180-51-061 Minimum requirements for high school graduation – Students entering the ninth grade as of July 1, 2004 through June 30, 2009.**

(1) The statewide minimum subject areas and credits required for high school graduation for students who enter the ninth grade or begin the equivalent of a four-year high school program as of July 1, 2004, through June 30, 2009, shall total 19 as listed below.

i) Each student shall complete a culminating project for graduation. The project shall consist of the student demonstrating both their learning competencies and preparations related to learning goals three and four. Each district shall define the process to implement this graduation requirement, including assessment criteria, in written district policy.

**WAC 180-51-066 Minimum requirements for high school graduation – Students entering the ninth grade on or after July 1, 2009, through June 30, 2012.**

(1) The statewide minimum subject areas and credits required for high school graduation, beginning July 1, 2009, for students who enter the ninth grade or begin the equivalent of a four-year high school program, shall total 20 as listed below.

i) Each student shall complete a culminating project for graduation. The project shall consist of the student demonstrating both their learning competencies and preparations related to learning goals three and four. Each district shall define the process to implement this graduation requirement, including assessment criteria, in written district policy.
70. Does a student have to fulfill the elements of his/her High School and Beyond Plan to “meet” the graduation requirement, or is the requirement “met” when the plan is first written?

**Answer:** Having a High School and Beyond Plan is a graduation requirement. Whether a student has to fulfill the high school elements of their High School and Beyond Plan to meet graduation requirements is a local decision. OSPI encourages districts to give clear guidance on this issue.

RCW 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.

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(1) The state board of education shall establish high school graduation requirements or equivalencies for students, except those equivalencies established by local high schools or school districts under RCW 28A.230.097.

(a) Any course in Washington state history and government used to fulfill high school graduation requirements shall consider including information on the culture, history, and government of the American Indian peoples who were the first inhabitants of the state.

(b) The certificate of academic achievement requirements under RCW 28A.655.061 or the certificate of individual achievement requirements under RCW 28A.155.045 are required for graduation from a public high school but are not the only requirements for graduation.

(c) Any decision on whether a student has met the state board's high school graduation requirements for a high school and beyond plan shall remain at the local level.

General

71. What groups of students are we supposed to use the new Washington State Standardized High School Transcript Developer / User Guide Edition 5.0.4 that was updated in June 2014?

**Answer:** The new transcript format is required for all students enrolled in high school starting in the 2014-15 school year no matter what year they are supposed to graduate in. You do not need to change the transcripts for students who have already graduated and may use the original format used during that time. If a student was expected to graduate prior to 2015 but did not, their transcript will now use this new format if they are enrolled during the 2014-15 school year. This type of scenario is why the transcript format requirements are for all students enrolled and not just students with an expected graduation date of 2015. Only the data that is reported for the transcript (i.e., Additional State Requirements, Science Standard, etc.) is based on the graduation requirement year.

WAC 392-415-060 Use at district level.
All common school districts shall use the standardized high school transcript and the definitions of "credits," "hours," and "marking system" as specified in this chapter. The standardized high school transcript shall be used as an official record for students who commence grade nine subsequent to July 1, 1986.

WAC 392-415-065 School of record.
The school of record shall be that school in which the student was most recently enrolled or is currently enrolled whichever is applicable. The school of record shall be responsible for incorporating into the student's standardized transcript the information specified in WAC 392-415-070 from all previous high schools in which the student was enrolled.

Records Retention Schedule School Districts and Educational Service Districts
72. Does the transcript include the student’s high school state assessment met standard status?

**Answer:** Notation of whether a student has met the performance standard on the high school state assessments or approved alternatives, along with whether or not the student has earned a Certificate of Academic Achievement or Certificate of Individual Achievement, will be included on the state standardized transcript as stated in the Washington State Standardized High School Transcript Developer/User Guide.

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

(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.

73. Will we have to start capturing science and mathematics state assessment met information? If so, when?

**Answer:** Yes, the Washington State Standardized High School Transcript must display the state assessment met status for science beginning with the class of 2015 and for mathematics beginning with the class of 2013 in addition to the currently included reading and writing met status information.

74. What do we display for a student with a graduation date of 2015 or beyond that takes the English Language Arts (ELA) Exit Exam or the 11th grade Smarter Balanced ELA and passes it?

**Answer:** Display “MET” in the sections of “Reading Standard” and “Writing Standard” as these tests satisfy both requirements.

75. Can information be included that isn’t on the state standardized transcript form or listed under WAC 392-415-070?

**Answer:** Only the mandatory high school transcript contents may be listed on the transcript. Information that is not authorized to be placed directly on the state standardized transcript may be stapled or included with the standardized transcript. If unauthorized information elements were allowed on the state transcript, it would no longer be standardized, which is a requirement of state law.

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

(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:
76. Colleges are now asking for emailed transcripts as part of a student’s application. We have been told to not email student information. Is there a law that covers this? What is a good practice for this situation? What about faxing?

**Answer:** It is up to districts to give clear guidance in order to follow the Family Educational Rights and Privacy Act (FERPA) regulations that protect student privacy. OSPI cannot offer guidance on FERPA. District legal counsel and the Family Policy Compliance Office (FPCO- http://www.ed.gov/policy/gen/guid/fpco/index.html) are resources that may be used.

77. Why are grade rank and percentile not on transcripts?

**Answer:** Grade rank and percentile are not on the transcript because the higher education representatives who were on the transcript development committee felt the ranks and percentiles were inconsistent and not meaningful.

78. Can public schools withhold transcripts and letter grades (academic performance)?

**Answer:** Public schools may withhold grades, diplomas, and transcripts only if the student has lost or willfully cut, defaced, or injured any property of the school district, a contractor of the district, an employee, or another student. These may be withheld until the damages have been paid for or a district program of voluntary work has been completed. At all other times, the official transcript must be provided.

**WAC 392-415-100 Transcript release procedures.**
All common school districts shall adopt written procedures for the release of official student transcripts. Such procedures shall recognize the limited exception to the release of transcripts provided in RCW 28A.635.060 and shall provide that student transcripts are released to persons other than the student or the student’s parents or guardians only upon the written authorization of the student or the student’s parents or guardians, whichever is applicable, or as set forth in the Family Educational Rights and Privacy Act of 1974 and subsequent amendments. Except as provided in RCW 28A.635.060, all common school districts shall provide or make available to students upon request complete copies of their high school transcripts, with graduation noted thereon, within forty-five calendar days following the student’s graduation from high school.

**RCW 28A.635.060 Defacing or injuring school property — Liability of pupil, parent, or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected.**

1. Any pupil who defaces or otherwise injures any school property, or property belonging to a school contractor, employee, or another student, is subject to suspension and punishment. If any property of the school district, a contractor of the district, an employee, or another student has been lost or willfully cut, defaced, or injured, the school district may withhold the grades, diploma, and transcripts of the pupil responsible for the damage or loss until the pupil or the pupil’s parent or guardian has paid for the damages. If the student is suspended, the student may not be readmitted until the student or parents or legal guardian has made payment in full or until directed by the superintendent of schools. If the property damaged is a school bus owned and operated by or contracted to any school district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed by the superintendent. When the pupil and parent or guardian are unable to pay for the damages, the school district shall provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of such pupil shall be liable for damages as otherwise provided by law.

2. Before any penalties are assessed under this section, a school district board of directors shall adopt procedures which insure that pupils’ rights to due process are protected.

3. If the department of social and health services or a child-placing agency licensed by the department has been granted custody of a child, that child’s records, if requested by the department or agency, are not to be withheld for nonpayment of school fees or any other reason.
79. Can private schools withhold transcripts and letter grades (academic performance)?

**Answer:** Private schools may withhold official transcripts if the student has not paid tuition, fees, or fines, but the private school shall transmit information about the student's letter grades (academic performance), special placement, immunization records, and records of disciplinary action. The enrolling school should notify both the student and parent/guardian that the official transcript will not be sent until the obligation is met and that failure to have an official transcript may result in exclusion from extracurricular activities or failure to graduate.

**RCW 28A.195.070 Official transcript withholding – Transmittal of information.**

If a student who previously attended an approved private school enrolls in a public school but has not paid tuition, fees, or fines at the approved private school, the approved private school may withhold the student's official transcript, but shall transmit information to the public school about the student’s academic performance, special placement, immunization records, and records of disciplinary action.

**RCW 28A.225.330 Enrolling students from other districts -- Requests for information and permanent records -- Withheld transcripts -- Immunity from liability -- Notification to teachers and security personnel -- Rules.**

(2) The school enrolling the student shall request the school the student previously attended to send the student’s permanent record including records of disciplinary action, history of violent behavior or behavior listed in RCW 13.04.155, attendance, immunization records, and academic performance. If the student has not paid a fine or fee under RCW 28A.635.060, or tuition, fees, or fines at approved private schools the school may withhold the student’s official transcript, but shall transmit information about the student's academic performance, special placement, immunization records, records of disciplinary action, and history of violent behavior or behavior listed in RCW 13.04.155. If the official transcript is not sent due to unpaid tuition, fees, or fines, the enrolling school shall notify both the student and parent or guardian that the official transcript will not be sent until the obligation is met, and failure to have an official transcript may result in exclusion from extracurricular activities or failure to graduate.

80. Is “term” defined for the purpose of the required “term and cumulative summary of the student’s high school level academic history”?

**Answer:** “Term” shall be considered to mean the posting period used by the school or district to post grades earned in courses. It could be “quarter,” “trimester,” “semester,” “full year,” or “continuous.”

**RCW 28A.230.125 Development of standardized high school transcripts -- School districts to inform students of importance.**

*** CHANGE IN 2014 *** (SEE 6552-S2.SL) ***

(1) The superintendent of public instruction, in consultation with the higher education coordinating board, the state board for community and technical colleges, and the workforce training and education coordinating board, shall develop for use by all public school districts a standardized high school transcript. The superintendent shall establish clear definitions for the terms "credits" and "hours" so that school programs operating on the quarter, semester, or trimester system can be compared.

81. On the transcript, what is considered to be a student’s legal name?

**Answer:** A student’s legal name is considered to be the name which was listed at birth on the birth certificate (unless legally changed to another name).

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

(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;
82. If a previously graduated student would like a copy of their transcript with a legal name change, can we update the transcript?

**Answer:** It is up to your district/school to determine whether to use the former legal name or the new legal name; however, if you decide to use the new legal name, we suggest that you include both on the transcript for historical purposes.

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

(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;

83. If a student only has one name, how do we list them on the transcript?

**Answer:** Only the legal name is required. If a student’s legal name only contains one name, then that is all that is necessary. If the school information system requires both a first and last name, then the same name may be used for both as CEDARS guidance suggests.

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

(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;

84. When students graduate via an AA degree, who issues the high school diploma?

**Answer:** If a student earns an AA degree, the Community/Technical College is to issue the diploma – not the high school the student attended. If the high school is made aware of the diploma, the high school can record the student as a graduate in CEDARS (using withdrawal code GA) and provide a transcript that displays the student’s graduation date as the date they earned the AA degree. This should only be done if the student can provide official documentation that they have earned an AA degree or valid information is obtained from the community/technical college issuing the diploma.