

# Washington State

**Standardized**

**High School Transcript**

**For Students with Graduation**

**Requirements Years of**

**2020 and Beyond**



***Chris Reykdal***

**State Superintendent of  
Public Instruction**

**Developer / User Guide**

**Edition 7.2**

**Updated February 2020**

Office of Superintendent of Public Instruction

Old Capitol Building

P.O. Box 47200

Olympia, WA 98504-7200

For more information about the contents of this document, please contact:

**[StudentInformation@k12.wa.us](mailto:StudentInformation@k12.wa.us)**

**Phone (360) 725-6358**

This document is available online at:

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

WASHINGTON STATE  
Standardized High School Transcript  
For Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

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Chris Reykdal  
Superintendent of Public Instruction

Deb Came, Ph.D.  
Assistant Superintendent, Division of Assessment and Student Information

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## Introduction

Washington State public high schools that serve students who are attempting high school credit are required to use the Washington State Standardized High School Transcript ([RCW 28A.230.125](#)). This guide provides the specifications for the standardized transcript for students with a Graduation Requirements Year of 2020 and beyond. This guide is only intended for public schools that fall under the supervision of The Office of Superintendent of Public Instruction. Home schools and private schools are not required to follow the same transcript regulations.

In the 2019 legislative session, [House Bill \(HB\) 1599](#) was passed making several important changes to the Additional State Requirements captured on the Washington State Standardized High School Transcript.

Students with a Graduation Requirements Year prior to 2020 must be provided with a standardized transcript as provided in the High School Transcript Developer User Guide for Graduation Requirement Years Prior to 2020.

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

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Snapshot of High School Transcript, for Students with Graduation Requirement Years of 2020 and Beyond

STUDENT INFORMATION		WASHINGTON STATE HIGH SCHOOL TRANSCRIPT		SCHOOL OF RECORD	
<small>LEGAL NAME (LAST, FIRST MIDDLE) (Last Middle/First Name Last)</small> CURTIS, MARTHA PARKE		<small>ISSUE DATE</small> 06/15/2013		<small>SCHOOL NAME, ADDRESS, PHONE NUMBER</small> EVERETT HS 2416 COLBY AVE EVERETT, WA 98207 425-339-4400	
<small>STUDENT IDENTIFICATION NUMBER</small> 123456		<small>ISSUE DATE</small> 09/26/1994		<small>SCHOOL DISTRICT NAME</small> EVERETT SCHOOL DISTRICT	
<small>PROPERTY (S./SPOUSAL/IN)</small> WASHINGTON, GEORGE WASHINGTON, MARTHA		<small>REGISTRATION YEAR</small> 2013			

\*\*\* SCHOOLS ATTENDED \*\*\*

Entry	Exit	School	City, State
09/2009	06/2011	THOMAS JEFFERSON HS	AUBURN, WA
09/2011	10/2012	THOMAS ALVA EDISON HS	ALEXANDER, WA
11/2012		EVERETT HS	EVERETT, WA

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

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

State Cys Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Antep	Course Day	State Cys Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Antep	Course Day
MO/YR: 01/2017						GRD LEV: 09	MO/YR: 01/2020						GRD LEV: 12
01001	ENG900	9 ENGLISH	A	0.50	0.50	B	05110	CHR200	CHOIR	W	0.00	0.00	
10001	BUS910	TECH LITERACY	A	0.50	0.50		01054	ENG879	AMERICAN LIT	W	0.00	0.00	B
03001	SCN191	EARTH/PHYSICAL SCI	D	0.00	0.00	B	02056	MAT300	ALGEBRA 2	W	0.00	0.00	B
08009	PED121	WT TRAIN 1	A	0.50	0.50		10005	COM900	BUSINESS COMPUTERS	W	0.00	0.00	T
06101	SPN100	SPANISH 1	B+	0.50	0.50	B		MTH525	BUSINESS MATH	W	0.00	0.00	B
02052	MAT100	ALEGBRA	B	0.50	0.50	B	MO/YR: 06/2020						GRD LEV: 12
MO/YR: 06/2017						GRD LEV: 09	02056	MAT300	ALGEBRA 2	A-	0.50	0.50	B
01001	ENG130	9 ENGLISH	A	0.50	0.50	B	22051	ELE888	OFFICE AIDE	S	0.50	0.50	
04111	HISPNW	PACIFIC NW/HISTORY	A	0.50	0.50		10005	BUS223	COMPUTER APPLICATIONS A	A	0.50	0.50	T
03001	SCN191	EARTH/PHYSICAL SCI	F	0.00	0.00	B	05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B
08009	PED121	WT TRAIN 1	A	0.50	0.50		01054	ENG342	AMERICAN LITERATURE	A	0.50	0.50	B
06101	SPN100	SPANISH 1	A-	0.50	0.50	B	12104	BUS312	ACCTG101	A	0.50	0.50	C
02052	MAT100	ALEGBRA	B+	0.50	0.50	B	***** REPORT PERIOD AND CUMULATIVE SUMMARY *****						
MO/YR: 01/2018						GRD LEV: 10	***** ADDITIONAL STATE REQUIREMENTS *****						
08009	PED221	WT TRAIN 2	A	0.50	0.50		HIGH SCHOOL & BEYOND PLAN						
06102	SPN200	SPANISH 2	A-	0.50	0.50	B	WASHINGTON STATE HISTORY						
03051	BIO200	BIOLOGY	B-	0.50	0.50	B	*****						
01002	ENG231	10 ENGLISH ADV	A-	0.50	0.50	HB	GRADUATION PATHWAY						
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	WA STATE SEAL OF BILITERACY						
02072	MAT200	GEOMETRY	A	0.50	0.50	B	EARNED - SPANISH ELAMATH						
MO/YR: 06/2018						GRD LEV: 10	***** ADDITIONAL DISTRICT REQUIREMENTS *****						
08009	PED221	WT TRAIN 2	A	0.50	0.50		TECHNOLOGY COMPETENCY						
06102	SPN200	SPANISH 2	B+	0.50	0.50	B	COMMUNITY SERVICE						
03051	BIO200	BIOLOGY	B	0.50	0.50	BS	***** END OF TRANSCRIPT RECORD *****						
01002	ENG231	10 ENGLISH ADV	A	0.50	0.50	HB	*****						
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	*****						
02072	MAT200	GEOMETRY	A	0.50	0.50	B	*****						
MO/YR: 01/2019						GRD LEV: 11	*****						
05167	TTT360	PHOTOGRAPHY	A	0.50	0.50		*****						
04104	HST444	US HISTORY AP	B	0.50	0.50	A	*****						
05110	CHR200	CHOIR	A	0.50	0.50		*****						
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I	*****						
03001	ESC112	EARTH SCIENCE	A-	0.50	0.50		*****						
MO/YR: 06/2019						GRD LEV: 11	*****						
11054	TTT260	PHOTO IMAGING	A	0.50	0.50		*****						
04104	HST444	US HISTORY AP	B	0.50	0.50	A	*****						
05110	CHR200	CHOIR	A	0.50	0.50		*****						
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I	*****						
03001	ESC112	EARTH SCIENCE	B+	0.50	0.50		*****						

For information about the State of Washington High School Transcript please visit the OSP1 website at [www.k12.wa.us/transcripts](http://www.k12.wa.us/transcripts).

YOUR  
LOGO  
HERE

PAGE  
01 OF 01

Fig. 1

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**Conventions of this guide:**

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

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

For example:

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

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## 2 Layout

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

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

### Header

### Body

### Footer

Fig. 2-a

Fig. 2-b

Fig. 2-c

## Fonts:

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

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

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

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

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**Type Case:**

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

**Paper Stock:**

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

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

The recommended minimum paper specification is as follows:

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

**Shading:**

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

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## 2.1 Header

The header section of the Washington State Standardized High School Transcript is comprised of STUDENT INFORMATION, SCHOOL OF RECORD information and administrative information.

STUDENT INFORMATION	WASHINGTON STATE HIGH SCHOOL TRANSCRIPT		SCHOOL OF RECORD
LEGAL NAME (LAST, FIRST MIDDLE) [and other/Comma names used] CURTIS, MARTHA PARKE	REPORT DATE 06/15/2020	GRADUATION DATE	SCHOOL NAME, ADDRESS, PHONE NUMBER EVERETT HS  2416 COLBY AVE EVERETT, WA 98207  425-339-4400
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/2001	NOT USED IN G.P.A. P/N Pass/No Pass CR/NC Credit/No Credit S/U Satisfactory/Unsatisfactory W Withdraw  SSID: 9876 543 210	SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	Grade Point Table A =4.0 A- =3.7 B+ =3.3 B =3.0 B- =2.7 C+ =2.3 C =2.0 C- =1.7 D+ =1.3 D =1.0 E or F =0.0	GRADUATION REQUIREMENTS YEAR: 2020	

Fig. 2.1

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### 2.1.1 STUDENT INFORMATION Section

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used] CURTIS, MARTHA PARKE	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/2001
PARENT(S) / GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	

Fig. 2.1.1

**Description:** The STUDENT INFORMATION section contains data elements that describe student demographic information.

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

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### 2.1.1.1 LEGAL NAME

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used] CURTIS, MARTHA PARKE	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/2001
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	

Fig. 2.1.1.1

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

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

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

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

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

**Example:** CURTIS III, ROGER PARKE

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### 2.1.1.2 DISTRICT IDENTIFICATION NUMBER

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used] CURTIS, MARTHA PARKE	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/2001
PARENT(S) / GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	

Fig. 2.1.1.2

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

**Format:** X...

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

**Business Rules:**

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

**Example:** 123456

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### 2.1.1.3 BIRTHDATE

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/Former names used] CURTIS, MARTHA PARKE	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/2001
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	

Fig. 2.1.1.3

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

**Format:** MM/DD/YYYY

**Description:** The student's birthdate.

**Business Rules:**

**Notes:**

**Example:** 09/29/2001

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### 2.1.1.4 PARENT(S)/GUARDIAN(S)

STUDENT INFORMATION	
LEGAL NAME (LAST, FIRST MIDDLE) [and other/Former names used] CURTIS, MARTHA PARKE	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/2001
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	

Fig. 2.1.1.4

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

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

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

**Business Rules:**

**Notes:**

**Example:** WASHINGTON, GEORGE

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## 2.1.2 (ADMINISTRATIVE INFORMATION) Section

The image shows a sample transcript header with the following text:

WASHINGTON STATE HIGH SCHOOL  
**TRANSCRIPT**

REPORT DATE: 06/15/2020      GRADUATION DATE:

Grade Point Table	NOT USED IN G.P.A.
A      -4.0	F/N      Pass/No Pass
A-     -3.7	CR/MC   Credit/No Credit
B+     -3.3	S/U      Satisfactory/Unsatisfactory
B      -3.0	W        Withdraw
B-     -2.7	
C+     -2.3	SSID:
C      -2.0	9876 543 210
C-     -1.7	
D+     -1.3	GRADUATION REQUIREMENTS YEAR:
D      -1.0	2020
E or F -0.0	

Fig. 2.1.2

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

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

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### 2.1.2.1 REPORT DATE

WASHINGTON STATE HIGH SCHOOL  
TRANSCRIPT

REPORT DATE	GRADUATION DATE
06/15/2020	

Grade Point Table	NOT USED IN G.P.A.
A -4.0	P/N Pass/No Pass
A- -3.7	CR/MC Credit/No Credit
B+ -3.3	S/U Satisfactory/Unsatisfactory
B -3.0	W Withdraw
B- -2.7	
C+ -2.3	SSID:
C -2.0	9876 543 210
C- -1.7	GRADUATION REQUIREMENTS YEAR:
D+ -1.3	2020
D -1.0	
E or F -0.0	

Fig. 2.1.2.1

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

**Format:** MM/DD/YYYY

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

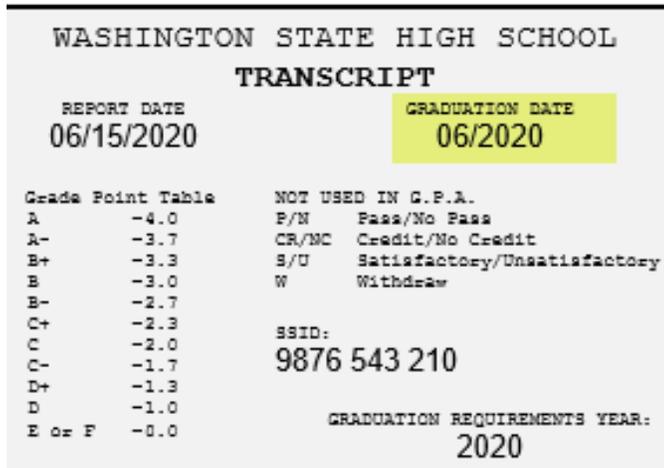
**Business Rules:**

**Notes:**

**Example:** 06/15/2020

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### 2.1.2.2 GRADUATION DATE



The screenshot shows a transcript header with 'WASHINGTON STATE HIGH SCHOOL TRANSCRIPT'. Below this, 'REPORT DATE' is 06/15/2020 and 'GRADUATION DATE' is 06/2020 (highlighted in yellow). A 'Grade Point Table' lists grades from A (-4.0) to E or F (-0.0). A 'NOT USED IN G.P.A.' section lists codes: P/N (Pass/No Pass), CR/MC (Credit/No Credit), S/U (Satisfactory/Unsatisfactory), and W (Withdraw). The 'SSID' is 9876 543 210 and the 'GRADUATION REQUIREMENTS YEAR' is 2020.

Grade Point Table	NOT USED IN G.P.A.
A -4.0	P/N Pass/No Pass
A- -3.7	CR/MC Credit/No Credit
B+ -3.3	S/U Satisfactory/Unsatisfactory
B -3.0	W Withdraw
B- -2.7	
C+ -2.3	
C -2.0	
C- -1.7	
D+ -1.3	
D -1.0	
E or F -0.0	

Fig. 2.1.2.2

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

**Format:** MM/YYYY

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

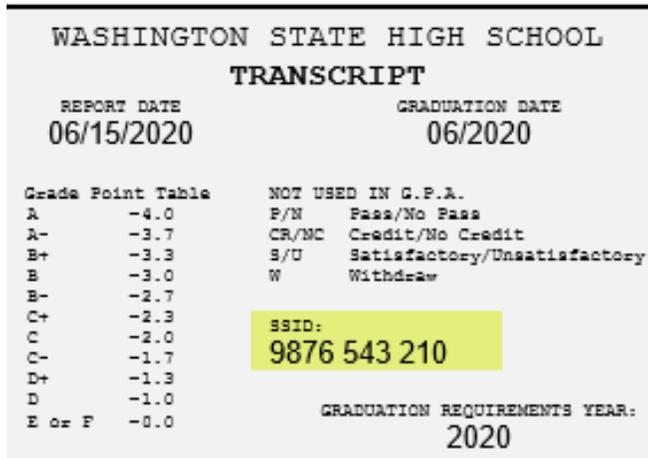
**Business Rules:** Only to be printed when a student has graduated from high school; otherwise, do not print this element. Once this graduation date is printed on the transcript, there should not be additional high school credits added to this transcript record. If the student continues to take high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

**Notes:**

**Example:** 06/2020

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### 2.1.2.3 State Student ID (SSID)



WASHINGTON STATE HIGH SCHOOL  
TRANSCRIPT

REPORT DATE: 06/15/2020      GRADUATION DATE: 06/2020

Grade Point Table	NOT USED IN G.P.A.
A -4.0	F/N Pass/No Pass
A- -3.7	CR/MC Credit/No Credit
B+ -3.3	S/U Satisfactory/Unsatisfactory
B -3.0	W Withdraw
B- -2.7	
C+ -2.3	
C -2.0	SSID: 9876 543 210
C- -1.7	
D+ -1.3	
D -1.0	GRADUATION REQUIREMENTS YEAR: 2020
E or F -0.0	

Fig. 2.1.2.3

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

**Format:** ##### ### ###

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

**Business Rules:**

**Notes:**

**Example:** 9876 543 210

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### 2.1.2.4 GRADUATION REQUIREMENTS YEAR

The screenshot shows a transcript header with the following information:

REPORT DATE	GRADUATION DATE
06/15/2020	06/2020

Grade Point Table	NOT USED IN G.P.A.
A -4.0	P/W Pass/No Pass
A- -3.7	CR/NC Credit/No Credit
B+ -3.3	S/U Satisfactory/Unsatisfactory
B -3.0	W Withdraw
B- -2.7	
C+ -2.3	
C -2.0	SSID:
C- -1.7	9876 543 210
D+ -1.3	
D -1.0	
E or F -0.0	

At the bottom right, a yellow box highlights the text: GRADUATION REQUIREMENTS YEAR: 2020

Fig. 2.1.2.4

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

**Format:** YYYY

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

**Business Rules:**

**Notes:**

**Example:** 2020

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### 2.1.3 SCHOOL OF RECORD Section



The image shows a screenshot of a form section titled "SCHOOL OF RECORD". The text is as follows:

**SCHOOL OF RECORD**

SCHOOL NAME, ADDRESS, PHONE NUMBER  
EVERETT HS

2416 COLBY AVE  
EVERETT, WA 98207

425-339-4400

SCHOOL DISTRICT NAME  
EVERETT SCHOOL DISTRICT

Fig. 2.1.3

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

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

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### 2.1.3.1 SCHOOL NAME



Fig. 2.1.3.1

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

**Format:** X...

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

**Business Rules:**

**Notes:**

**Example:** Everett HS

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### 2.1.3.2 SCHOOL ADDRESS

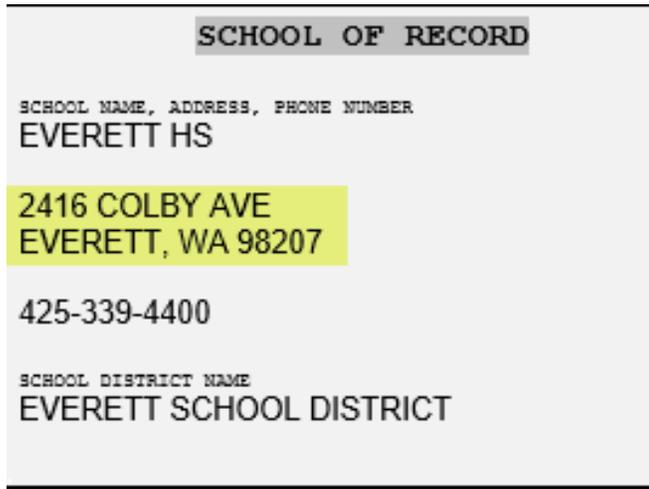


Fig. 2.1.3.2

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

**Format:**

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

**Description:** The address of the school issuing the transcript.

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

**Notes:**

**Example:**

2416 COLBY AVE	123 WEST WAY	14467 WESTBROOK DRIVE
EVERETT, WA 98201	PO BOX 7360	SUITE 65
	YELM, WA 98597	ATTN: RECORDS DEPT
		EVERETT, WA 98201

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### 2.1.3.3 SCHOOL PHONE NUMBER

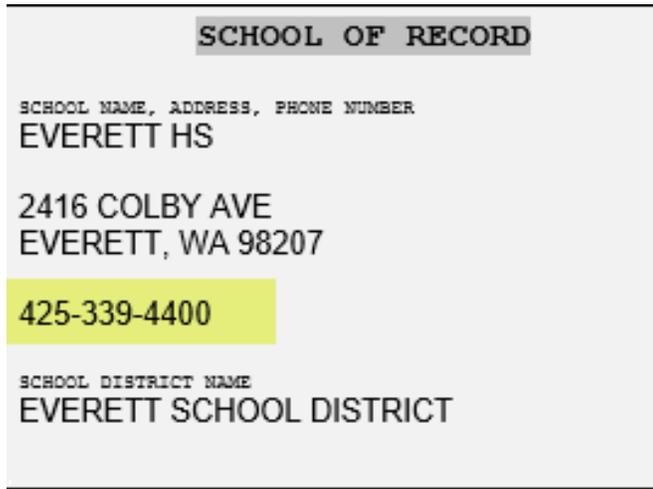


Fig. 2.1.3.3

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

**Format:** X...

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

**Business Rules:**

**Notes:**

**Example:** 425-339-4400

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### 2.1.3.4 SCHOOL DISTRICT NAME



The screenshot shows a transcript header with the following text:

**SCHOOL OF RECORD**

SCHOOL NAME, ADDRESS, PHONE NUMBER  
EVERETT HS

2416 COLBY AVE  
EVERETT, WA 98207

425-339-4400

SCHOOL DISTRICT NAME  
EVERETT SCHOOL DISTRICT

Fig. 2.1.3.4

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

**Format:** X...

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

**Business Rules:**

**Notes:**

**Example:** EVERETT SCHOOL DISTRICT

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## 2.2 Body

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

The first is the SCHOOLS ATTENDED section.

This section has a heading of the following format:

\*\*\* SCHOOLS ATTENDED \*\*\*

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

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

\*...\* HEADING \*...\*

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

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\*\*\* SCHOOLS ATTENDED \*\*\*

Entry	Exit	School	City, State
09/2009	06/2011	THOMAS JEFFERSON HS	AUBURN, WA
09/2011	10/2012	THOMAS ALVA EDISON HS	ALEXANDER, VA
11/2012		EVERETT HS	EVERETT, WA

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

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

\*\*\*\*\* ACADEMIC RECORD \*\*\*\*\*

State Crs Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Deg	State Crs Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Deg	
MO/YR: 01/2017							MO/YR: 01/2020							
01001	ENG900	9 ENGLISH	A	0.50	0.50	B	05110	CHR200	CHOIR	W	0.00	0.00		
10001	BUS610	TECH LITERACY	A	0.50	0.50		01054	ENG879	AMERICAN LIT	W	0.00	0.00	B	
03001	SCN181	EARTH/PHYSICAL SCI	D	0.00	0.00	B	02056	MAT300	ALGEBRA 2	W	0.00	0.00	B	
08009	PED121	WT TRAIN 1	A	0.50	0.50		10005	COM900	BUSINESS COMPUTERS	W	0.00	0.00	T	
06101	SPN100	SPANISH 1	B+	0.50	0.50	B		MTH525	BUSINESS MATH	W	0.00	0.00	B	
02052	MAT100	ALEGBRA	B	0.50	0.50	B	MO/YR: 06/2020							
MO/YR: 06/2017							GRD LEV: 12							
01001	ENG130	9 ENGLISH	A	0.50	0.50	B	02056	MAT300	ALGEBRA 2	A-	0.50	0.50	B	
04111	HISPNW	PACIFIC NW HISTORY	A	0.50	0.50		22051	ELE888	OFFICE AIDE	S	0.50	0.50		
03001	SCN181	EARTH/PHYSICAL SCI	F	0.00	0.00	B	10005	BUS223	COMPUTER APPLICATIONS	A	0.50	0.50	T	
08009	PED121	WT TRAIN 1	A	0.50	0.50		05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	
06101	SPN100	SPANISH 1	A-	0.50	0.50	B	01054	ENG342	AMERICAN LITERATURE	A	0.50	0.50	B	
02052	MAT100	ALEGBRA	B+	0.50	0.50	B	12104	BUS312	ACCTG101	A	0.50	0.50	C	
MO/YR: 01/2018							***** REPORT PERIOD AND CUMULATIVE SUMMARY *****							
08009	PED221	WT TRAIN 2	A	0.50	0.50		Grd	Cred	Cred	GPA	GPA	GPA		
06102	SPN200	SPANISH 2	A-	0.50	0.50	B	Lev	Mo/Yr	Earn	Attp	Earn	Attp	Pts	GPA
03051	BIO200	BIOLOGY	B-	0.50	0.50	B	09	01/2017	2.50	2.50	2.50	2.50	9.50	3.800
01002	ENG231	10 ENGLISH ADV	A-	0.50	0.50	HB	09	06/2017	2.50	2.50	2.50	2.50	9.50	3.800
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	10	01/2018	3.00	3.00	3.00	3.00	11.55	3.850
02072	MAT200	GEOMETRY	A	0.50	0.50	B	10	06/2018	3.00	3.00	3.00	3.00	11.50	3.833
MO/YR: 06/2018							11							
08009	PED221	WT TRAIN 2	A	0.50	0.50		11	01/2019	2.50	2.50	2.50	2.50	9.55	3.820
06102	SPN200	SPANISH 2	B+	0.50	0.50	B	11	06/2019	2.50	2.50	2.50	2.50	9.35	3.740
03051	BIO200	BIOLOGY	B	0.50	0.50	BS	12	01/20/2020	0.00	0.00	0.00	0.00	0.00	0.000
01002	ENG231	10 ENGLISH ADV	A	0.50	0.50	HB	12	01/2020	3.00	3.00	2.50	2.50	9.85	3.940
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B	Cumulative: 19.00 19.00 18.50 18.50 70.80 3.827							
02072	MAT200	GEOMETRY	A	0.50	0.50	B	***** ADDITIONAL STATE REQUIREMENTS *****							
MO/YR: 01/2019							HIGH SCHOOL & BEYOND PLAN MET							
05167	TTT380	PHOTOGRAPHY	A	0.50	0.50		WASHINGTON STATE HISTORY MET							
04104	HST444	US HISTORY AP	B	0.50	0.50	A	*****							
05110	CHR200	CHOIR	A	0.50	0.50		GRADUATION PATHWAY MET							
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I	WA STATE SEAL OF BILITERACY EARNED - SPANISH							
03001	ESC112	EARTH SCIENCE	A-	0.50	0.50		WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH							
MO/YR: 06/2019							***** ADDITIONAL DISTRICT REQUIREMENTS *****							
11054	TTT280	PHOTO IMAGING	A	0.50	0.50		TECHNOLOGY COMPETENCY MET							
04104	HST444	US HISTORY AP	B	0.50	0.50	A	COMMUNITY SERVICE WAIVED							
05110	CHR200	CHOIR	A	0.50	0.50		***** END OF TRANSCRIPT RECORD *****							
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I								
03001	ESC112	EARTH SCIENCE	B+	0.50	0.50									

Fig. 2.2

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## 2.2.1 SCHOOLS ATTENDED

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

Entry	Exit	School	City, State
09/2015	06/2017	THOMAS JEFFERSON HS	AUBURN, WA
09/2017	06/2018	THOMAS ALVA EDISON HS	ALEXANDER, VA
09/2018	06/2020	EVERETT HS	EVERETT, WA

Fig. 2.2.1

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

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

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

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

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

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

**Notes:**

**Example:** \*\*\* SCHOOLS ATTENDED \*\*\*

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### 2.2.1.1 Entry

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

Entry	Exit	School	City, State
09/2015	06/2017	THOMAS JEFFERSON HS	AUBURN, WA
09/2017	06/2018	THOMAS ALVA EDISON HS	ALEXANDER, VA
09/2018	06/2020	EVERETT HS	EVERETT, WA

Fig. 2.2.1.1

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

**Format:** MM/YYYY

**Description:** The date the student entered school.

**Business Rules:**

**Notes:**

**Example:** 09/2018

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### 2.2.1.2 Exit

Entry	Exit	School	City, State
09/2015	06/2017	THOMAS JEFFERSON HS	AUBURN, WA
09/2017	06/2018	THOMAS ALVA EDISON HS	ALEXANDER, VA
09/2018	06/2020	EVERETT HS	EVERETT, WA

\*\*\* SCHOOLS ATTENDED \*\*\*

Fig. 2.2.1.2

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

**Format:** MM/YYYY

**Description:** The date the student exited school.

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

**Notes:**

**Example:** 11/2004

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### 2.2.1.3 School

Entry	Exit	School	City, State
09/2015	06/2017	THOMAS JEFFERSON HS	AUBURN, WA
09/2017	06/2018	THOMAS ALVA EDISON HS	ALEXANDER, VA
09/2018	06/2020	EVERETT HS	EVERETT, WA

Fig. 2.2.1.3

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

**Format:** X...

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

**Business Rules:**

**Notes:**

**Example:** EVERETT HS

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### 2.2.1.4 City, State

*** SCHOOLS ATTENDED ***			
Entry	Exit	School	City, State
09/2015	06/2017	THOMAS JEFFERSON HS	AUBURN, WA
09/2017	06/2018	THOMAS ALVA EDISON HS	ALEXANDER, VA
09/2018	06/2020	EVERETT HS	EVERETT, WA

Fig. 2.2.1.4

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

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

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

**Business Rules:**

**Notes:**

**Example:** EVERETT, WA

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**2.2.2 COURSE DESIGNATION KEY**

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

Fig. 2.2.2

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

**Format:**

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

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

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

**Business Rules:**

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

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

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

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

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- Non-Instructional (Z)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Z = Non-Instructional

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

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

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

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

**Example:**

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

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### 2.2.3 ACADEMIC RECORD

```
***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
```

**Fig. 2.2.3**

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

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

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

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

**Notes:**

**Example:**

```
***** ACADEMIC RECORD *****
```

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### 2.2.3.1 State Crs Code

```
***** ACADE
State Crs Code  Dist Course Code  Description          Ltr  Cred  Cred Course
                               MO/YR: 01/2016    Grd  Earn  Attp  Dsg
01001 ENG900  9 ENGLISH           A   0.50  0.50  B
10001 BUS610  TECH LITERACY       A   0.50  0.50
03001 SCN161  EARTH/PHYSICAL SCI  D   0.00  0.00  B
08009 PED121  WT TRAIN 1          A   0.50  0.50
06101 SPN100  SPANISH 1           B+  0.50  0.50  B
02052 MAT100  ALEGBRA             B   0.50  0.50  B
```

Fig. 2.2.3.1

**Data Type:** Character

**Length:** 6

**Number of Lines:** 1

**Format:** #####

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

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

**Notes:**

**Example:** 01054 or 05110

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### 2.2.3.2 Dist Course Code

```
***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code
MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
```

Fig. 2.2.3.2

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

**Format:** XXXXXX

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

**Business Rules:**

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

**Example:** ENG879

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### 2.2.3.3 Description

```
***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
```

Fig. 2.2.3.3

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

**Format:** XXXXXXXXXXXXXXXXXXXXXXX

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

**Business Rules:**

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

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

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

**Example:** MATH204 or ENGL101.

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

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

Or

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

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

**Example:** ENGLISH 4

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### 2.2.3.4 Ltr Grd

```
***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
```

Fig. 2.2.3.4

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

**Format:** X± or XX

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

**Business Rules:**

Allowable Values:

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

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

**Example:** A-

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### 2.2.3.5 Cred Earn

```

***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B

```

Fig. 2.2.3.5

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

**Format:** #.##

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

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

**Notes:**

**Example:** .50, 1.00 or .513

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### 2.2.3.6 Cred Attp

```

***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B

```

Fig. 2.2.3.6

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

**Format:** #.##

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

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

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

**Example:** .50, 1.00 or .503

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### 2.2.3.7 Course Dsg

```

***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B

```

Fig. 2.2.3.7

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

**Format:** X...

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

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

Allowable Values:

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

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

**Example:** T

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**2.2.3.8 MO/YR**

```

***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code Grd Earn Attp Dsg
MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
  
```

**Fig. 2.2.3.8**

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

**Format:** MM/YYYY

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

**Business Rules:**

**Notes:**

**Example:** 01/2016

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**2.2.3.9 GRD LEV**

```

***** ACADE
State Dist
Crs Course Description Ltr Cred Cred Course
Code Code MO/YR: 01/2016 GRD LEV: 09
01001 ENG900 9 ENGLISH A 0.50 0.50 B
10001 BUS610 TECH LITERACY A 0.50 0.50
03001 SCN161 EARTH/PHYSICAL SCI D 0.00 0.00 B
08009 PED121 WT TRAIN 1 A 0.50 0.50
06101 SPN100 SPANISH 1 B+ 0.50 0.50 B
02052 MAT100 ALEGBRA B 0.50 0.50 B
  
```

**Fig. 2.2.3.9**

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

**Format:** XX

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

**Business Rules:**

Allowable Values:

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

**Notes:**

**Example:** 09

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## 2.2.4 REPORT PERIOD AND CUMULATIVE SUMMARY

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd
Lev Mo/Yr      Cred Cred  GPA  GPA  GPA
Earn Attp Earn Attp  Pts  GPA
09 01/2016     2.50 2.50  2.50  2.50  9.50 3.800
09 06/2016     2.50 2.50  2.50  2.50  9.50 3.800
10 01/2017     3.00 3.00  3.00  3.00 11.55 3.850
10 06/2017     3.00 3.00  3.00  3.00 11.50 3.833
11 01/2018     2.50 2.50  2.50  2.50  9.55 3.820
11 06/2018     2.50 2.50  2.50  2.50  9.35 3.740
12 01/2019     2.50 2.50  3.00  3.00  9.05 3.017
12 06/2019     3.00 3.00  2.50  2.50  9.85 3.940
Cumulative:   21.50 21.50 21.50 21.50 79.85 3.714
```

Fig. 2.2.4

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

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

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

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

**Notes:**

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

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### 2.2.4.1 Grd Lev

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

Grd Lev	Mo/Yr	Cred Earn	Cred Attp	GPA Earn	GPA Attp	GPA Pts	GPA
09	01/2016	2.50	2.50	2.50	2.50	9.50	3.800
09	06/2016	2.50	2.50	2.50	2.50	9.50	3.800
10	01/2017	3.00	3.00	3.00	3.00	11.55	3.850
10	06/2017	3.00	3.00	3.00	3.00	11.50	3.833
11	01/2018	2.50	2.50	2.50	2.50	9.55	3.820
11	06/2018	2.50	2.50	2.50	2.50	9.35	3.740
12	01/2019	2.50	2.50	3.00	3.00	9.05	3.017
12	06/2019	3.00	3.00	2.50	2.50	9.85	3.940
Cumulative:		21.50	21.50	21.50	21.50	79.85	3.714

Fig. 2.2.4.1

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

**Format:** XX

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

**Business Rules:**

Allowable Values:

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

**Notes:**

**Example:** 09

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**2.2.4.2 Mo/Yr**

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr      Cred  Cred  GPA  GPA  GPA
  09  01/2016    2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016    2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017    3.00  3.00  3.00  3.00 11.55  3.850
  10  06/2017    3.00  3.00  3.00  3.00 11.50  3.833
  11  01/2018    2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018    2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019    2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019    3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative:  21.50  21.50  21.50  21.50  79.85  3.714
  
```

Fig. 2.2.4.2

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

**Format:** MM/YYYY

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

**Business Rules:**

**Notes:**

**Example:** 01/2013

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### 2.2.4.3 Cred Earn

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr   Cred Earn  Attp  GPA  GPA  GPA
  09 01/2016  2.50 2.50 2.50 2.50 9.50 3.800
  09 06/2016  2.50 2.50 2.50 2.50 9.50 3.800
  10 01/2017  3.00 3.00 3.00 3.00 11.55 3.850
  10 06/2017  3.00 3.00 3.00 3.00 11.50 3.833
  11 01/2018  2.50 2.50 2.50 2.50 9.55 3.820
  11 06/2018  2.50 2.50 2.50 2.50 9.35 3.740
  12 01/2019  2.50 2.50 3.00 3.00 9.05 3.017
  12 06/2019  3.00 3.00 2.50 2.50 9.85 3.940
  Cumulative: 21.50 21.50 21.50 21.50 79.85 3.714
  
```

Fig. 2.2.4.3

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

**Format:** #.##

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

**Business Rules:**

**Notes:**

**Example:** 0.50 + 0.50 + 0.50 +0.50 +0.50 +0.50 = **3.00 or 3.000**

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### 2.2.4.4 Cred Attp

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr   Earn  Cred  GPA  GPA  GPA
  09  01/2016  2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016  2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017  3.00  3.00  3.00  3.00  11.55  3.850
  10  06/2017  3.00  3.00  3.00  3.00  11.50  3.833
  11  01/2018  2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018  2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019  2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019  3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative: 21.50 21.50 21.50 21.50 79.85 3.714
  
```

Fig. 2.2.4.4

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

**Format:** #.##

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

**Business Rules:**

**Notes:**

**Example:** 0.50 + 0.50 + 0.50 +0.50 +0.50 +0.50 = **3.00 or 3.000**

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### 2.2.4.5 GPA Earn

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr      Cred  Cred  GPA  GPA  GPA
  09  01/2016    2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016    2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017    3.00  3.00  3.00  3.00 11.55  3.850
  10  06/2017    3.00  3.00  3.00  3.00 11.50  3.833
  11  01/2018    2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018    2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019    2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019    3.00  3.00  2.50  2.50  9.85  3.940
Cumulative:    21.50  21.50  21.50  21.50 79.85  3.714
  
```

Fig. 2.2.4.5

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

**Format:** #.##

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

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

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

**Example:** 0.50 + 0.50 + 0.50 +0.50 +0.50 = **2.50 or 2.500**

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### 2.2.4.6 GPA Attp

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

Grd		Cred	Cred	GPA	GPA	GPA	
Lev	Mo/Yr	Earn	Attp	Earn	Attp	Pts	GPA
09	01/2016	2.50	2.50	2.50	2.50	9.50	3.800
09	06/2016	2.50	2.50	2.50	2.50	9.50	3.800
10	01/2017	3.00	3.00	3.00	3.00	11.55	3.850
10	06/2017	3.00	3.00	3.00	3.00	11.50	3.833
11	01/2018	2.50	2.50	2.50	2.50	9.55	3.820
11	06/2018	2.50	2.50	2.50	2.50	9.35	3.740
12	01/2019	2.50	2.50	3.00	3.00	9.05	3.017
12	06/2019	3.00	3.00	2.50	2.50	9.85	3.940
Cumulative:		21.50	21.50	21.50	21.50	79.85	3.714

Fig. 2.2.4.6

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

**Format:** #.##

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

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

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

**Example:** 0.50 + 0.50 + 0.50 + 0.50 + 0.50 = **2.50 or 2.500**

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### 2.2.4.7 GPA Pts

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr   Cred Cred   GPA  GPA   GPA   GPA
  09  01/2016  2.50 2.50  2.50  2.50  9.50  3.800
  09  06/2016  2.50 2.50  2.50  2.50  9.50  3.800
  10  01/2017  3.00 3.00  3.00  3.00 11.55  3.850
  10  06/2017  3.00 3.00  3.00  3.00 11.50  3.833
  11  01/2018  2.50 2.50  2.50  2.50  9.55  3.820
  11  06/2018  2.50 2.50  2.50  2.50  9.35  3.740
  12  01/2019  2.50 2.50  3.00  3.00  9.05  3.017
  12  06/2019  3.00 3.00  2.50  2.50  9.85  3.940
  Cumulative: 21.50 21.50 21.50 21.50 79.85 3.714
  
```

Fig. 2.2.4.7

**Data Type:** Minimum Decimal Length: 5,2 Maximum Decimal Length: 5,3 Number of Lines: 1

**Format:** ###.##

**Description:** The total GPA points for the reporting period.

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

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

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

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

**Grade Reporting and Calculation System**

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

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

Please see [WAC 392-415-055](#) and [392-415-050](#) for more information.

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

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**2.2.4.8 GPA**

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr      Cred  Cred  GPA  GPA  GPA
                Earn  Attp  Earn  Attp  Pts  GPA
  09  01/2016    2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016    2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017    3.00  3.00  3.00  3.00  11.55  3.850
  10  06/2017    3.00  3.00  3.00  3.00  11.50  3.833
  11  01/2018    2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018    2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019    2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019    3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative:   21.50  21.50  21.50  21.50  79.85  3.714
  
```

Fig. 2.2.4.8

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

**Format:** #.###

**Description:** The GPA for the reporting period.

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

**GPA points / GPA Credits Attempted**

**Notes:** Please see [WAC 392-415-055](#) and [392-415-050](#) for more information.

**Example:** 10.00 / 2.5 = **4.000**

WASHINGTON STATE  
 Standardized High School Transcript  
 for Students with Graduation Requirements Years of 2020 and Beyond  
 Developer / User Guide

**2.2.4.9 Cumulative: (Summary)**

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr   Earn  Attp  Earn  Attp  Pts  GPA
  09  01/2016   2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016   2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017   3.00  3.00  3.00  3.00 11.55  3.850
  10  06/2017   3.00  3.00  3.00  3.00 11.50  3.833
  11  01/2018   2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018   2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019   2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019   3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative: 21.50 21.50 21.50 21.50 79.85 3.714
  
```

Fig. 2.2.4.9

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

**Format:** XXXXXXXXXXXX:

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

**Business Rules:**

**Notes:**

**Example:** Cumulative:

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Standardized High School Transcript  
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Developer / User Guide

**2.2.4.9.1 Cred Earn**

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd      Cred  Cred  GPA  GPA  GPA
  Lev Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
  09  01/2016   2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016   2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017   3.00  3.00  3.00  3.00  11.55  3.850
  10  06/2017   3.00  3.00  3.00  3.00  11.50  3.833
  11  01/2018   2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018   2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019   2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019   3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative:  21.50  21.50  21.50  21.50  79.85  3.714
  
```

Fig. 2.2.4.9.1

**Data Type:** Minimum Decimal Length: 4,2 Maximum Decimal Length: 4,3 Number of Lines: 1

**Format:** ##.##

**Description:** The total credits earned.

**Business Rules:**

**Notes:**

**Example:** 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 2.50 + 3.00 = **21.50 or 21.500**

WASHINGTON STATE  
Standardized High School Transcript  
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Developer / User Guide

**2.2.4.9.2 Cred Attp**

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd      Cred  Cred  GPA  GPA  GPA
  Lev Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
  09  01/2016   2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016   2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017   3.00  3.00  3.00  3.00  11.55  3.850
  10  06/2017   3.00  3.00  3.00  3.00  11.50  3.833
  11  01/2018   2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018   2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019   2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019   3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative: 21.50  21.50  21.50  21.50  79.85  3.714
  
```

Fig. 2.2.4.9.2

**Data Type:** Minimum Decimal Length: 4,2 Maximum Decimal Length: 4,3 Number of Lines: 1

**Format:** ##.##

**Description:** The total credits attempted.

**Business Rules:**

**Notes:**

**Example:** 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 2.50 + 3.00 = **21.50 or 21.500**

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.4.9.3 GPA Earn**

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr      Cred Cred  GPA  GPA  GPA
                Earn Attp Earn Attp Pts  GPA
09  01/2016      2.50 2.50  2.50  2.50  9.50 3.800
09  06/2016      2.50 2.50  2.50  2.50  9.50 3.800
10  01/2017      3.00 3.00  3.00  3.00 11.55 3.850
10  06/2017      3.00 3.00  3.00  3.00 11.50 3.833
11  01/2018      2.50 2.50  2.50  2.50  9.55 3.820
11  06/2018      2.50 2.50  2.50  2.50  9.35 3.740
12  01/2019      2.50 2.50  3.00  3.00  9.05 3.017
12  06/2019      3.00 3.00  2.50  2.50  9.85 3.940
Cumulative:    21.50 21.50 21.50 21.50 79.85 3.714
```

Fig. 2.2.4.9.3

**Data Type:** Minimum Decimal Length: 4,2 Maximum Decimal Length: 4,3 Number of Lines: 1

**Format:** ##.##

**Description:** The total GPA credits earned.

**Business Rules:**

**Notes:**

**Example:** 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 3.00 + 2.50 = **21.50 or 21.500**

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.4.9.4 GPA Attp**

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
Grd
Lev Mo/Yr      Cred Cred  GPA  GPA  GPA
Earn Attp Earn Attp  Pts  GPA
09  01/2016    2.50 2.50  2.50  2.50  9.50  3.800
09  06/2016    2.50 2.50  2.50  2.50  9.50  3.800
10  01/2017    3.00 3.00  3.00  3.00 11.55  3.850
10  06/2017    3.00 3.00  3.00  3.00 11.50  3.833
11  01/2018    2.50 2.50  2.50  2.50  9.55  3.820
11  06/2018    2.50 2.50  2.50  2.50  9.35  3.740
12  01/2019    2.50 2.50  3.00  3.00  9.05  3.017
12  06/2019    3.00 3.00  2.50  2.50  9.85  3.940
Cumulative:  21.50 21.50 21.50 21.50 79.85  3.714
```

Fig. 2.2.4.9.4

**Data Type:** Minimum Decimal Length: 4,2 Maximum Decimal Length: 4,3 Number of Lines: 1

**Format:** ##.##

**Description:** The total GPA credits attempted.

**Business Rules:**

**Notes:**

**Example:** 2.50 + 2.50 + 3.00 + 3.00 + 2.50 + 2.50 + 3 0.00 + 2.50 = **21.50 or 21.500**

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Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.4.9.5 GPA Pts**

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd      Cred  Cred  GPA  GPA  GPA
  Lev Mo/Yr  Earn  Attp  Earn  Attp  Pts  GPA
  09  01/2016  2.50  2.50  2.50  2.50  9.50  3.800
  09  06/2016  2.50  2.50  2.50  2.50  9.50  3.800
  10  01/2017  3.00  3.00  3.00  3.00  11.55  3.850
  10  06/2017  3.00  3.00  3.00  3.00  11.50  3.833
  11  01/2018  2.50  2.50  2.50  2.50  9.55  3.820
  11  06/2018  2.50  2.50  2.50  2.50  9.35  3.740
  12  01/2019  2.50  2.50  3.00  3.00  9.05  3.017
  12  06/2019  3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative: 21.50  21.50  21.50  21.50  79.85  3.714
```

Fig. 2.2.4.9.5

**Data Type:** Minimum Decimal Length: 5,2 Maximum Decimal Length: 5,3 Number of Lines: 1

**Format:** ###.##

**Description:** The total GPA points.

**Business Rules:**

**Notes:**

**Example:** 9.50 +9.50 +11.55+11.50 +9.55 +9.35 +9.05 + 9.85 = **79.85**

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.4.9.6 GPA**

```

***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr      Cred Cred  GPA  GPA  GPA
                Earn Attp Earn Attp  Pts  GPA
09  01/2016      2.50 2.50  2.50  2.50  9.50  3.800
09  06/2016      2.50 2.50  2.50  2.50  9.50  3.800
10  01/2017      3.00 3.00  3.00  3.00 11.55  3.850
10  06/2017      3.00 3.00  3.00  3.00 11.50  3.833
11  01/2018      2.50 2.50  2.50  2.50  9.55  3.820
11  06/2018      2.50 2.50  2.50  2.50  9.35  3.740
12  01/2019      2.50 2.50  3.00  3.00  9.05  3.017
12  06/2019      3.00 3.00  2.50  2.50  9.85  3.940
Cumulative:    21.50 21.50 21.50 21.50 79.85  3.714
  
```

Fig. 2.2.4.9.6

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

**Format:** #.###

**Description:** The student’s overall GPA.

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

**TOTAL Cumulative GPA Points / TOTAL Cumulative GPA Credits Attempted**

**Notes:** Please see [WAC 392-415-055](#) and [392-415-050](#) for more information.

**Example:** 79.85 / 21.50 = **3.714**

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

## 2.2.5 ADDITIONAL STATE REQUIREMENTS

```
***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
GRADUATION PATHWAY MET
WA STATE SEAL OF BILITERACY EARNED – SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5 (c/o 2020 forward)

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

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

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

**Business Rules:**

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

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

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.5.1 READING STANDARD (Ended with the Class of 2015)**

**2.2.5.2 WRITING STANDARD (Ended with the Class of 2015)**

**2.2.5.3 ENGLISH LANGUAGE ARTS STANDARD (Ended with the Class of 2020)**

**2.2.5.4 MATHEMATICS STANDARD (Ended with the Class of 2020)**

**2.2.5.6 SCIENCE STANDARD (Ended with the Class of 2020)**

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.5.7 HIGH SCHOOL & BEYOND PLAN**

```
***** ADDITIONAL STATE REQUIREMENTS *****  
HIGH SCHOOL & BEYOND PLAN MET  
WASHINGTON STATE HISTORY MET  
*****  
GRADUATION PATHWAY MET  
WA STATE SEAL OF BILITERACY EARNED – SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.7

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

**Format:** X...

**Description:** Heading for high school and beyond plan information.

**Business Rules:** Beginning with the graduating class of 2008, note that the high school and beyond plan graduation requirement was met or not met by the student.

**Notes:**

**Example:** High School & Beyond Plan

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

**2.2.5.7.1 (HIGH SCHOOL & BEYOND PLAN Status)**

```
***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
GRADUATION PATHWAY MET
WA STATE SEAL OF BILITERACY EARNED – SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.7.1

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

**Format:** XXXXXXX

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

**Business Rules:**

Allowable values

MET  
NOT MET

**Notes:**

**Example:** MET

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

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

### 2.2.5.9 WASHINGTON STATE HISTORY

```
***** ADDITIONAL STATE REQUIREMENTS *****  
HIGH SCHOOL & BEYOND PLAN MET  
WASHINGTON STATE HISTORY MET  
*****  
GRADUATION PATHWAY MET  
WA STATE SEAL OF BILITERACY EARNED – SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.9

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

**Format:** X...

**Description:** Heading for Washington State History information.

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

**Notes:**

**Example:** Washington State History

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

**2.2.5.9.1 (WASHINGTON STATE HISTORY Status)**

```
***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
GRADUATION PATHWAY MET
WA STATE SEAL OF BILITERACY EARNED – SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.9.1

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

**Format:** XXXXXXX

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

**Business Rules:**

Allowable values

- MET
- NOT MET
- WAIVED

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

**Example:** MET

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.5.10 GRADUATION PATHWAY (Students with Graduation Requirements Year - GRY 2020 and on)**

**This replaces 2.2.5.10 – Certificate of Academic/Individual Achievement**

```
***** ADDITIONAL STATE REQUIREMENTS *****  
HIGH SCHOOL & BEYOND PLAN MET  
WASHINGTON STATE HISTORY MET  
*****  
GRADUATION PATHWAY MET  
WA STATE SEAL OF BILITERACY EARNED – SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

**Fig. 2.2.5.10**

**Data Type:** Character **Length:** 18 **Number of Lines:** 1

**Format:** XXXXXXXX

**Description:** Heading for Graduation Pathway information.

**Business Rules:** Beginning with the Class of 2020 (students with a Graduation Requirements Year - GRY of 2020), note that the students status for the Graduation Pathway is Met or Not Met by the student.

**Example:** Graduation Pathway

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

**2.2.5.10.1 (GRADUATION PATHWAY Status)**

***** ADDITIONAL STATE REQUIREMENTS *****	
HIGH SCHOOL & BEYOND PLAN	MET
WASHINGTON STATE HISTORY	MET
*****	
GRADUATION PATHWAY	MET
WA STATE SEAL OF BILITERACY	EARNED – SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT	ELA/MATH

Fig. 2.2.5.10.1

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

**Format:** XXXXXXXX

**Description:** The student’s status regarding the Graduation Pathway.

**Business Rules:** Beginning with the Class of 2020 (students with a Graduation Requirements Year - GRY of 2020), note that the Graduation Pathway was met. If the student did not meet their Graduation Pathway, then the row must be displayed as Not Met.

Allowable values

- MET
- NOT MET

**Example:** Met

**2.2.5.10 CERTIFICATE OF ACADEMIC/ INDIVIDUAL ACHIEVEMENT (Valid only for students with a GRY prior to 2020 – not included in this document)**

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

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

```
***** ADDITIONAL STATE REQUIREMENTS *****  
HIGH SCHOOL & BEYOND PLAN MET  
WASHINGTON STATE HISTORY MET  
*****  
GRADUATION PATHWAY MET  
WA STATE SEAL OF BILITERACY EARNED – SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.11

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

**Format:** X...

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

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

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

Allowable values

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

**Example:** WA State Seal of Biliteracy

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

**2.2.5.11.1 (WASHINGTON STATE SEAL OF BILITERACY Status)**

```

***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL & BEYOND PLAN MET
WASHINGTON STATE HISTORY MET
*****
GRADUATION PATHWAY MET
WA STATE SEAL OF BILITERACY EARNED – SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
    
```

Fig. 2.2.5.11.1

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

**Format:** XXXXXXXX-XXXXXXX

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

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

Allowable values

- EARNED-LANGUAGE
- PROFICIENT-LANGUAGE
- \*\*\*\*\*

**Notes:**

**Example:** EARNED-SPANISH

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Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

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

```
***** ADDITIONAL STATE REQUIREMENTS *****  
HIGH SCHOOL & BEYOND PLAN MET  
WASHINGTON STATE HISTORY MET  
*****  
GRADUATION PATHWAY MET  
WA STATE SEAL OF BILITERACY EARNED – SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.12

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

**Format:** X....

**Description:** Beginning with the graduating class of 2016, students who receive a level 3 or a level 4 on the Smarter Balanced Assessment **or who obtain a B or better grade in designated Bridge to College Math or ELA class as a senior** are eligible to use their scores **or final grade** to establish their readiness for college-level coursework when entering higher education institutions in the state of Washington.

**Business Rules:** If a student receives a level 3 or a level 4 on the Smarter Balanced Assessment **or who obtain a B or better grade in designated Bridge to College Math or ELA class as a senior**, note that the student is eligible to use their scores or grade for placement consideration. If the student received a level 1 or a level 2 **or a grade less than a B in the Bridge to College Math or ELA course**, then the entire row should be displayed as \*\*\* or not include anything (no printed line).

Allowable values

```
WA State Higher Ed Placement Agreement  
*****
```

**Notes:**

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

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

**Example:** WA STATE HIGHER ED PLACEMENT AGREEMENT

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond

Developer / User Guide

**2.2.5.12.1 (WASHINGTON STATE HIGHER EDUCATION PLACEMENT AGREEMENT Status)**

```
***** ADDITIONAL STATE REQUIREMENTS *****  
HIGH SCHOOL & BEYOND PLAN MET  
WASHINGTON STATE HISTORY MET  
*****  
GRADUATION PATHWAY MET  
WA STATE SEAL OF BILITERACY EARNED – SPANISH  
WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH
```

Fig. 2.2.5.12.1

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

**Format:** XXXX/XXXX

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

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

Allowable values

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

**Notes:**

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

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

**Example:** ELA/MATH

WASHINGTON STATE  
Standardized High School Transcript  
for Students with Graduation Requirements Years of 2020 and Beyond  
Developer / User Guide

## 2.2.6 ADDITIONAL DISTRICT REQUIREMENTS

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

Fig. 2.2.6

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

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

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

**Business Rules:** Optional

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

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

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### 2.2.6.1 Additional District Requirements

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

Fig. 2.2.6.1

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

**Format:** X...

**Description:** The district's additional requirements.

**Business Rules:** Optional

**Notes:**

**Example:** Community Service

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**2.2.6.1.1 (ADDITIONAL DISTRICT REQUIREMENTS Status)**

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

Fig. 2.2.6.1.1

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

**Format:** XXXXXXXX

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

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

Allowable values

MET  
WAIVED  
NOT MET

**Notes:**

**Example:** MET

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## 2.2.7 END OF TRANSCRIPT RECORD

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

**Fig. 2.2.7**

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

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

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

**Business Rules:**

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

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

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### 2.2.8 Seal of District

**Data Type:** Graphic

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

**Business Rules:** Optional.

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

**Example:**



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## 2.3 Footer

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

For information about the State of Washington High School Transcript please visit the OSPI website at <a href="http://www.k12.wa.us/transcripts">www.k12.wa.us/transcripts</a> .	<b>YOUR LOGO HERE</b>	AUTHORIZED SIGNATURE		<b>PAGE</b> ## of ##
		TITLE	DATE	

Fig. 2.3-a

For information about the State of Washington High School Transcript please visit the OSPI website at <a href="http://www.k12.wa.us/transcripts">www.k12.wa.us/transcripts</a> .	<b>YOUR LOGO HERE</b>	AUTHORIZED SIGNATURE		<b>PAGE</b> 01 of 01
		TITLE	DATE	

Fig. 2.3-b

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### 2.3.1 YOUR LOGO HERE



Fig. 2.3.1

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

**Format:**

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

**Business Rules:** Optional.

**Notes:**

**Example:**

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### 2.3.2 (AUTHORIZATION) Section

AUTHORIZED SIGNATURE	
TITLE	DATE

Fig. 2.3.2

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

**Notes:** There is no heading for this section.

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### 2.3.2.1 AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE	
TITLE	DATE

Fig. 2.3.2.1

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

**Format:**

**Description:** The signature of the authorized school official.

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

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

**Example:**

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### 2.3.2.2 TITLE

AUTHORIZED SIGNATURE	
TITLE	DATE

Fig. 2.3.2.2

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

**Format:**

**Description:** The title of the authorized school official.

**Business Rules:**

**Notes:**

**Example:**

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### 2.3.2.3 DATE

AUTHORIZED SIGNATURE	
TITLE	DATE

Fig. 2.3.2.3

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

**Format:**

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

**Business Rules:**

**Notes:**

**Example:**

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### 2.3.3 PAGE

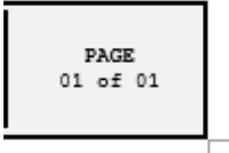


Fig. 2.3.1

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

**Format:** ## of ##

**Description:** The page number x of y.

**Business Rules:**

**Notes:**

**Example:** 01 of 01, 1 of 1

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## Appendices

[Appendix A – References](#)

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

[Appendix C – Data Type Definitions](#)

[Appendix D – Change Log](#)

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## Appendix A – References

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

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

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

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

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

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

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

## Appendix B – Associated Washington Administrative Code

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

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

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

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designation. Courses completed and credits earned through an honors option shall be noted with an "H" designation.

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

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

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

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

## Appendix C – Data Type Definitions

### Integer

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

### Decimal

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

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

### Date

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

### Character

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

### Graphic

Graphical image.

## Appendix D – Change Log

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

### Edition 7.2 (Updated February 2020)

#### 2.2.5 Additional State Requirements

- Added Graduation Pathways
- Removed Certificate of Academic/Certificate of Individual Achievement
- Removed ELA, Math and Science Standard

#### 2.2.5.12 Washington State Higher Education Placement Agreement

- Added verbiage for Bridge to College Courses

#### 2.2.5.3 English Language Arts Standard

- Ended with Class of 2020

#### 2.2.5.4 Mathematics Standard

- Ended with Class of 2020

#### 2.2.5.6 Science Standard

- Ended with Class of 2020

### Edition 7.1 (Updated January 2019)

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

- Updated link to Higher Education Placement Agreement

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

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

### Edition 7.0 (2017-18)

#### **2.1.1.1 LEGAL NAME**

- Designation of suffix in last name

#### **2.2.2 COURSE DESIGNATION KEY**

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

#### **2.2.3.1 STATE CRS CODE**

- Changed Length of field from 5 to 6

#### **2.2.3.7 Course Dsg**

- Updated valid values

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**Edition 6.2 (2016-17)**

**2.2.5.6, 2.2.5.6.1 SCIENCE STANDARD, (SCIENCE STANDARD Status)**

- The delay of the Science Standard until the Class of 2021 per [House Bill 2224](#).

**Edition 6.0 - 6.1 (2015-2016)**

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

**2.2.2 Course Designation Key**

- Added course type: Z = Non-Instructional

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

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

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

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

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

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

**APPENDIX A**

- Updated transcript examples.

**Edition 5.0.4 (2014-2015)**

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

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

- Updated hyperlink and text.

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

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- Removed per Engrossed Second Substitute Senate Bill 6552.

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

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

**APPENDIX A**

- Updated transcript examples.

**Edition 5.0.3 (2012-2013)**

**2.2.2 COURSE DESIGNATION KEY**

- Updated AP hyperlink and text.

**2.2.3.3 Description**

- Updated AP hyperlink and text.

**2.2.5 ADDITIONAL STATE REQUIREMENTS**

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

**2.2.5.3 MATHEMATICS STANDARD (Beginning with the Class of 2013)**

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

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

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

**APPENDIX A**

- Updated transcript examples.

**Edition 5.0.2 (2012-2013)**

**2.2.2 COURSE DESIGNATION KEY**

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

**2.2.3.3 DESCRIPTION**

- Included additional formatting allowances and notes.

**2.2.3.9 GRD LEV**

- Updated to include all grade levels as allowable values.

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

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

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**APPENDIX A**

- Updated transcript examples.

**APPENDIX B**

- Updated references.

**APPENDIX C**

- Added website address.

**Edition 5.0.1 (2012-2013)**

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

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

**2.2.2 COURSE DESIGNATION KEY**

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

**Edition 5.0.0 (2012-2013)**

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

**2.1.2.4 GRADUATION REQUIREMENTS YEAR**

- Added Graduation Requirements Year in the header.

**2.2.2 COURSE DESIGNATION KEY**

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

**2.2.3.1 STATE CRS CODE**

- Added State Course Code to the Academic Record section.

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

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

**2.2.5.6, 2.2.5.6.1 SCIENCE STANDARD and (Status)**

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

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

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

### **2.2.7, 2.2.7.1.1 ADDITIONAL DISTRICT REQUIREMENTS and (Status)**

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

### **APPENDIX A**

- Updated transcript examples.

### **APPENDIX B**

- Updated and added references.

## **Edition 3.0.1 (2009-2010)**

### **2.1.3.2 STATE STUDENT ID (SSID)**

- Removed hyphens from SSID.

### **2.2.2 COURSE DESIGNATION KEY (§)**

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

### **2.2.2.8 SEAL OF THE STATE OF WASHINGTON**

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

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

- Replaced WASL references with high school assessment.

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

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

### **APPENDIX A**

- Updated and added transcript examples.

### **APPENDIX B**

- Updated and added references.

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**Edition 2.0.1 (2007-2008)**

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

**2.1.3.2 STATE STUDENT ID (SSID)**

- Added data element to the transcript.

**2.2.5 STATE ASSESSMENTS**

- Deleted entire section and related subsections per ESSB6475.

**2.2.5 ADDITIONAL STATE REQUIREMENTS (§)**

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

**Edition 1.0.2 – 1.0.3**

**1. 2.2.5.3 Sclr**

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

**Edition 1.0.1 – 1.0.2**

**1. 2.2.5 State Assessments**

- Changed entire subsection with new layout.

**Edition 1.0.0 – 1.0.1**

**1. 2.2.5.1.6 Scholar Designation**

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

**2. 2.2.8 SEAL OF THE STATE OF WASHINGTON**

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

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**3. 2.2.5.1.3 Lev**

- Removed allowable value '0' from Business Rules.

**4. 2.2.5.2.3 Lev**

- Removed allowable value '0' from Business Rules.