Washington State

School year 2019-20 Special Edition for Changes Related to COVID-19

Standardized High School Transcript

Developer / User Guide
Special Edition 7.2
Created May 2020

Chris Reykdal
State Superintendent of Public Instruction
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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 special edition of the transcript user guide provides the specifications for the standardized transcript for students who were enrolled in Spring of 2020 and affected by the Novel Coronavirus (COVID-19) pandemic and the subsequent school facility closures. 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.

This special edition only includes changes to student transcripts due to the gubernatorial declaration of emergency on February 29, 2020 and the proclamation of statewide school closures on March 13, 2020, which resulted in statewide school closures on March 17th. The changes contained in this special edition need to be considered in conjunction with other applicable Transcript User Guides.

Following the statewide school closures, the Washington State Board of Education (SBE) and Office of Superintendent of Public Instruction (OSPI) both passed emergency rules that necessitated changes to the student transcript.

Table 1: Overview of emergency rules and requirements for transcripts

<table>
<thead>
<tr>
<th>Source</th>
<th>SBE COVID 19 Waiver Emergency Rules</th>
<th>OSPI Emergency Rules, Grading Guidance and FAQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of Emergency Rules &amp; Guidance</td>
<td>Excerpt from WAC 180-111-040 (5) Each local education agency shall maintain a record of courses and requirements waived as part of the individual student record and shall report to the state board of education in a manner determined by the state board of education. Requirement by higher education to have a notation added to courses on students’ transcripts that are waived due to the COVID 19 pandemic. State Board of Education Emergency Rules – <a href="https://www.sbe.wa.gov/sites/default/files/public/meeting/s/Apr2020/Exhibit%20A%20Emergency%20Rules.pdf">https://www.sbe.wa.gov/sites/default/files/public/meeting/s/Apr2020/Exhibit%20A%20Emergency%20Rules.pdf</a></td>
<td>From the grading guidance - (P.6) – Must use a locally determined letter grade or numerical standards-based (1-4) grading system, which will not include “F”. ...Districts may determine the letter grades or numerical decision (e.g., A, B, C, Incomplete). (p. 12) – “All transcripts for a grading term, semester, quarter or trimester that included closure days in the 2019-20 school year due to the COVID-19 emergency will have a COVID-19 designation.” OSPI Emergency Rules – <a href="https://www.k12.wa.us/sites/default/files/public/profpractices/adminresources/rulesprocess/OTS22712.pdf">https://www.k12.wa.us/sites/default/files/public/profpractices/adminresources/rulesprocess/OTS22712.pdf</a> OSPI Grading Guidance and FAQs</td>
</tr>
</tbody>
</table>
### Description of New transcript requirements

<table>
<thead>
<tr>
<th>Source</th>
<th>SBE COVID 19 Waiver Emergency Rules</th>
<th>OSPI Emergency Rules, Grading Guidance and FAQ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Who does this apply to?</strong> Only applies to students in the class of 2020 and earlier who are graduating in 2020 and for courses that they were enrolled in, or planned to complete per WAC 180-111-040(2), during the COVID-19 pandemic school closures, period of 2/29/2020 – 8/31/2020.</td>
<td><strong>Who does this apply to?</strong> Applies to all students in grades 9-12 and students in earlier grades who are attempting high school rigor courses from the period of 3/17/2020 to the end of the school year.</td>
</tr>
<tr>
<td></td>
<td><strong>What is it?</strong> A course-level indicator on the transcript to identify which graduation course requirements were waived by the district for the student. The waiver is specific to the student and the course. The waiver is used to waive the total credits attempted. The waiver cannot be used to waive partial credits. A LEA should continue use of its’ partial credit policy, per OSPI guidance.</td>
<td><strong>What is it?</strong> (1) A notation on the students’ transcript that communicates which term(s) were impacted by the COVID 19 pandemic school facility closures beginning on March 17. This is not a course waiver and it is not specific to a group of students. It is meant for all students who were enrolled in high school rigor courses at the time of the COVID-19 Pandemic.</td>
</tr>
<tr>
<td></td>
<td><strong>Why is this needed?</strong> This course level-level indicator on the student transcript is meant to indicate to transcript reviewers that high school graduation credit requirements were waived because of the COVID-19 Pandemic.</td>
<td><strong>Why is it needed?</strong> It is meant to remind reviewers of transcripts that the identified time period and associated courses were impacted by the COVID-19 pandemic school facility closures.</td>
</tr>
<tr>
<td></td>
<td>(2) Grade value of “I” to indicate an Incomplete. Per OSPI grading FAQ a student must make every effort to resolve the Incomplete prior to graduation, but if it is not resolved it cannot be removed from the transcript.</td>
<td></td>
</tr>
</tbody>
</table>
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.
Figure 1 - Snapshot of High School Transcript for Students (examples of changes)
2.2.3 ACADEMIC RECORD

**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 or waived as allowed under the State Board of Education COVID-19 emergency waiver ruling and as provided in WAC 180-111-010. This includes students in the class of 2020 and earlier who are graduating in 2020 and for courses that they were enrolled in, or planned to complete during the COVID-19 pandemic school closures, period of 2/29/2020 – 8/31/2020. 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.

Students granted a waiver for a course must have the course identified in their academic history with a grade of ‘V’.
2.2.3.4 Ltr Grd

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- I   (Incomplete)
D+ V   (Waived COVID-19)
D  E   
F  (not allowed)

F – Per OSPI emergency rules (WAC 392-901-030), Local educational agencies shall not award a numerical or nonnumerical fail or "F" grade to a student in any course completed after March 17, 2020. A grade of “F” is not allowed for any course completed after March 17, 2020.

I - Incomplete

Applies to all students in grades 9-12 and students in earlier grades who are attempting high school rigor courses from the period of 3/17/2020 to the end of the school year (8/31/2020). The grade value of “I” cannot be used for courses that meet graduation requirements for students graduating this spring. Instead, for
students in the class of 2020 or earlier who are graduating spring 2020, a district would want to determine whether the students meet the requirements for the SBE waiver which would use a letter grade of “V”. Per OSPI grading FAQ a student must make every effort to resolve the Incomplete prior to graduation, but if it is not resolved it cannot be removed from the transcript.

V – Waived COVID 19

This can only be used for students in the class of 2020 or earlier who are graduating in 2020 and for courses that they were enrolled in, or planned to complete per WAC 180-111-040(2), during the COVID-19 pandemic school closures, period of 2/29/2020 – 8/31/2020. New grade value “V” to indicate no grade earned and no credits earned because “course credit requirement waived under the State Board of Education COVID-19 waiver program.” The waiver is used to waive the total credits attempted by a student for a specific course. The waiver cannot be used to waive partial credits. A LEA should continue use of its’ partial credit policy, per OSPI guidance.

Notes: Please see WAC 392-415-050 for more information.
2.2.3.8 MO/yr

**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:**

A notation on the students’ transcript that communicates which term(s) were impacted by the COVID-19 pandemic school facility closures beginning on March 17. This is not a course waiver and it is not specific to a group of students. It is meant for all students who were enrolled in high school rigor courses at the time of the COVID-19 Pandemic.

* Indicates all courses listed under this Mo/Yr included school facility closure days due to COVID-19 pandemic emergency

The message above MUST appear on the first page of the student’s transcript in a font and type size that is easily readable to viewers. It is recommended that this message appear in the District Other Requirements Section. If this Section is not available to a district local determination is allowed.

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**Fig. 2.2.3.8**

<table>
<thead>
<tr>
<th>Crs Code</th>
<th>Dist Code</th>
<th>Description</th>
<th>Ltr</th>
<th>Grd</th>
<th>Cred Earn</th>
<th>Cred Attp</th>
<th>Course Dsg</th>
</tr>
</thead>
<tbody>
<tr>
<td>01001</td>
<td>ENGLIT</td>
<td>ENGLISH LIT</td>
<td>A</td>
<td>0.50</td>
<td>0.50</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>10001</td>
<td>BUSG10</td>
<td>TECH LITERACY</td>
<td>A</td>
<td>0.50</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08009</td>
<td>PED121</td>
<td>WT TRAIN 1</td>
<td>V</td>
<td>0.00</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24052</td>
<td>SPN100</td>
<td>SPANISH 1</td>
<td>B+</td>
<td>0.50</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02032</td>
<td>MAT100</td>
<td>ALGEBRA</td>
<td>B</td>
<td>0.50</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MO/YR: 06/2020**
2.2.4 REPORT PERIOD AND CUMULATIVE SUMMARY

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

Courses waived with a grade of ‘V’ or provided with a final grade of ‘I – Incomplete’ are not to be included in Credits Earned or in the calculation of a student’s Grade Point Average (GPA). This applies to all sections where GPA is calculated, including:

2.2.3.4 Ltr Grd
2.2.3.5 Cred Earn
2.2.4.5 GPA Earn
2.2.4.6 GPA Pts
2.2.4.8 GPA
2.2.4.9.1. Cred Earn
2.2.4.9.3.3 GPA Earn
2.2.4.9.5 GPA Pts
2.2.4.9.6 GPA
2.2.5.10 GRADUATION PATHWAY (Students with Graduation Requirements Year - GRY 2020 and on)

This requirement has been removed for students in the Class of 2020.

2.2.5.10.1 (GRADUATION PATHWAY Status)

This requirement has been removed for students in the Class of 2020.