

CHAPTER 160

SECONDARY SCHOOL TRANSCRIPT

(8 VAC 20-160-10 et. seq.)

Approved by the Board of Education
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CHAPTER 160

SECONDARY SCHOOL TRANSCRIPT.

8 VAC 20-160-10. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Accelerated course" means a course that can be completed in less than the normal amount of time; the process of progressing through the school grades at a rate faster than that of the average student, either by skipping grades or by rapidly mastering the work of one course and moving on to the next higher course.

"Advanced course" means a course that presents material and concepts beyond the introductory or the elementary; a course that carries on from an introductory or elementary course given in the same school.

"Advanced placement (AP) course" means a course with a syllabus equivalent to the relevant advanced placement syllabus disseminated by the Educational Testing Service.

"Assessment component" means any of the means by which one obtains information on the progress of the learner and the effectiveness of instruction; quantitative data, objective measures, subjective impressions, tests, and observations may all serve as instruments for deciding whether instructional objectives have been attained.

"Credit" means a Standard or a Verified Credit as specified in *Regulations Establishing Standards for Accrediting Public Schools in Virginia* (8 VAC 20-131-10 et. seq.).

"Curriculum" means an official guide prepared for use by administrators, supervisors, and teachers of a particular school or school system as an aid to teaching in a given subject or area of study for a given grade; includes the goals and objectives of the course, the expected outcomes, assessment component, and the scope and nature of the materials to be studied.

"Grade point average" means a measure of average scholastic success in all school subjects taken by a student during a certain term or semester, or accumulated for several terms or semesters; obtained by dividing grade points by number of courses taken.

"Honors course" means a course, at the high school level, that limits enrollment to exceptionally capable students; provides for independent or tutorial work, places the responsibility for student progress more on the student than on the teachers, emphasizes reading and self-instruction.

"Secondary school profile data" means information given in a summary format of a particular secondary school, such as location, description, achievement data, definition of curriculum, grading scale, grade distribution, weighted grades, rank in class, graduation requirements, and explanation of advanced, accelerated, advanced placement, honors courses.

"Secondary course" means a course of study planned especially for people of ages approximately 12 to 17, in which the emphasis tends to shift from mastery of basic tools of learning, expression, and understanding to the use and extension of the tools in exploring areas of thought and living, and in exploring and acquiring information, concepts, intellectual skills, attitudes, social, physical, and intellectual ideas, and habits, understanding, and appreciation.

"Secondary school transcript" means an official list of secondary courses taken by a student except those purged from a middle school record in accordance with (8 VAC 20-131-10 et. seq.) *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, showing the final grade received for each course, with definitions of the various grades given.

"Weighted course" means advanced placement, advanced or honors level courses in which credit is increased usually by reason of quality of work accomplished.

8 VAC 20-160-20. Effective date.

The secondary school transcript regulations shall become effective with seventh grade students who take secondary courses for credit beginning in the 1988-89 school year.

8 VAC 20-160-30. Format options.

Localities have two options for the secondary school transcript format. They may use the Department of Education model or develop their own following board regulations. Transcripts developed locally shall be approved by the Department of Education. No standard format is required. The accreditation status of a high school shall not be included on the student transcript provided to colleges, universities, or employers.

The required information is as follows:

1. Name of school division;
2. Student legal name;
3. Student number;
4. Birthdate;
5. Sex;
6. Home address;
7. Home telephone number;
8. Graduation date;

9. Type of diploma, to include “Advanced Studies” or “Other Diplomas Authorized by the Board of Education”;

10. Name of schools student attended each year;

11. Number of days absent within given school year;

12. Course work listed by year with grades;

13. Total credits earned by year;

14. Total verified credits earned;

15. Credits to date;

16. Grade point average;

17. Credit summary for entire school experience;

18. Key to symbols and abbreviations used to denote accelerated, advanced, advanced placement, honors, and summer school courses;

19. Rank in class with given number of semesters used for computation;

20. Final driver education grade;

21. Test record, to include results on college performance-related standardized tests such as College Entrance Examination Board or equivalent, excluding Standards of Learning (SOL) test scores;

22. Signature and title of school official;

23. Date of school official signature;

24. School name;

25. Telephone number of school;

26. Department of Education code number.

8 VAC 20-160-40. Profile data sheet.

A secondary school profile data sheet, that includes the required information, shall be attached to each student transcript sent to colleges, universities, and prospective employers. Schools may furnish

additional information. The accreditation status of a high school shall not be included on the school profile data sheet. No standard format is required. The required information is as follows:

1. Name of guidance director or counselor;
2. Name, address, and telephone number of school;
3. Description - school/community;
4. Achievement data to include College Entrance Examination Board/Scholastic Aptitude Test code, mean Scholastic Aptitude Test score for the graduating class, average Scholastic Aptitude Test/American College Test scores for the school in comparison with Virginia and nation;
5. Definition of curriculum;
6. Grading scale;
7. Grade distribution;
8. Explanation of advanced placement, advanced, accelerated, and honors courses;
9. Weighted grades, explanation of weighting courses and the computation;
10. Rank in class:
 - a. List courses excluded from computation;
 - b. Explanation of computation of pass/fail courses;
 - c. Student groups included/excluded from ranking in class;
11. Graduation requirements;

8 VAC 20-160-50. AP courses.

All advanced placement (AP) courses shall be weighted for computing the student's grade point average.

8 VAC 20-160-60. Elements for weighting.

Advanced, accelerated, advanced placement, and honors level courses to be weighted shall have the following elements:

1. Defined curriculum;

2. Standards that exceed normal course requirements; and
3. Defined assessment component.