Transcript Developer User Guide

Washington State Standardized High School Transcript

2020-2021 School Year

Special Edition 8.0

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Washington Office of Superintendent of **PUBLIC INSTRUCTION**

Revision Log

Changes to this document made after August 2020 will be noted in the table below.

Section	Page	Description of Revision	Revision Date
2.2.5.10	13	Graduation Pathways designation required for students in Class of 2020 and beyond	June 2020

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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 (<u>RCW 28A.230.125</u>). This special edition of the transcript user guide provides the specifications for the standardized transcript for students who were enrolled in school year 2020-21 and may be affected by the State Board of Education Graduation Requirement Emergency Waiver (GREW) of certain graduation requirements as described in <u>Chapter 180-11 WAC</u>.

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 <u>only includes changes</u> to student transcripts due to the <u>GREW emergency rules adopted in</u> May 2021 and the State Board of Education emergency rules passed in May of 2020. The changes contained in this special edition need to be considered in conjunction with other applicable <u>Transcript User Guides</u>.

WHAT	TRANSCRIPT CHANGE
 Graduation pathways designation applies to students in the Class of 2020 or 2021 who are graduating this school year by 8.31.21. For students in the Class of 2019 or earlier, find details about graduation requirements on the SBE webpage and potential waiver flexibility on the OSPI webpage. For students in the Class of 2019 or earlier, a graduation pathway designation is not_required. See the Transcript Developer User Guide for requirements for students with GRY prior to 2020. Students in Class of 2022 and beyond who have completed the minimum credit and High School and Beyond Plan requirements per WAC 180-51-210, but have not yet met their Graduation Pathway, may be eligible to waive their Graduation Pathway as described under WAC 180-111-020 and described in the State Board of Education, Emergency Graduation Rules, Waivers, Q22. o The SBE amended their emergency rules to include the Class of 2022 and beyond in May, 2021. 	For Class of 2020 or 2021 seniors graduating this school year by 8.31.21, they must have a graduation pathways designation on their transcript of "MET" or "WAIVED". For Class of 2020 or 2021 student's whose graduation pathway has not been met, and the student is planning to enroll in the 2021-22 school year, the status may be left blank or display as 'NOT MET' For Class of 2022 and beyond students who have met the graduation requirements described in WAC 180-51-210, and are choosing to use the GREW for their Graduation Pathway, they must have a Graduation Pathways designation on their transcript of "WAIVED".

Table 1: Overview of emergency rules and requirements for transcripts

 Emergency waived credits available to students in the Class of 2020 or 2021 who are graduating this school year by 8.31.21. Maximum of 2.0 flexible or core credits can be waived, but no more than 1.0 credit per core content area. Must be attempted or planned courses that have been impacted by the COVID-19 public health crisis since March 17, 2020. Students in the Class of 2022 and beyond, who are graduating by 8.31.21 are not eligible to waive credits under this emergency waiver. o See pg. 3 in <u>Bulletin 024- 21</u> for other possible credit flexibility for students wanting to graduate early. See the full <u>SBE emergency waiver rules for laws/guidance.</u> 	 For any of the up to 2.0 credits being waived using the 2020-21 emergency wavier as described in <u>Chapter 180-111 WAC</u>, the transcript must reflect which course(s), including course title and code, were waived for 2020-21 school year with a letter of 'V' - Waived. For any of the up to 2.0 credits being waived using the 2020-21 emergency wavier as described in <u>Chapter 180-111</u> WAC, the transcript must reflect which course(s), including course title and code, were waived for 2020-21 school year with a letter of 'V' - Waived. For a course that was attempted, and was either not completed or not passed and then waived using a GREW, the transcript would reflect the initial course taken with a letter grade of either an "I - Incomplete", a "NC - No Credit" or a "F - Failed". The waived course would also be posted in the student's academic history and reflected on the transcript with a "V - Waived" code. Both the attempted and waived course must be included on the transcript in accordance with WAC 392-415-070 (2)(a)(vii). For any course not ever attempted, but planned for the 2020-21 school year, the student's academic history and reflect the course not taken and waived with a GREW only once, using the "V - Waived" code. Courses submitted with a V - Waiver must be submitted with either a Course Designation Code of Z - Non Instructional or with a teacher certification attached to the course. No other waived courses, including WA St. History, PE, local credit requirements nor credits waived using the 2.0 waiver for "student circumstances" per WAC 180-51-210 (2), will show on the transcript. See
	OSPI's <u>Bulletin 024-21</u> , pgs. 6-7, for more
	information.
Use of Incomplete grades were extended from	In accordance with Bulletin <u>088-20</u> , any incomplete
initial use in Spring 2020 to all future years.	coursework not resolved from Spring, 2020 must be reflected in the student's academic history and on the transcript in school year earned with a letter of 'l' – Incomplete and following requirements for

	reporting 'l' as documented in the <u>Transcript</u> <u>Developer Users Guide Special Edition 2020</u> .
	For the 2020-21 school year and beyond, if a course remains incomplete, it must be reflected in the student's academic history and on the transcript with either an "I – Incomplete", a "NC – No Credit" or a "F – Failed".
Use of asterisk (*) required for all terms ending on or after March 17, 2020 for the 2019-20 school year is <u>NOT</u> required for school terms in the 2020-21 school year.	Do not display an asterisk (*) for school terms in the 2021-22 school year.

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)

STUDENT INFORMATION WASHINGTON STATE HIGH SCHOOL SCHOOL OF RECORD TRANSCRIPT (LAST, FIRST MIDDLE) [and other/Termer same same) BADDATION DATE SCHOOL NAME, ACCRESS, PROME NUMBER CURTIS, MARTHA PARKE EVERETT HS 08/15/2021 Srade soint table - nOt used IN G.S.A. 2416 COLBY AVE y/x yass/mo yass Cn/mC Credit/mo Credit EVERETT, WA 98207 -3.7 -1.3 2/2 intisfactory/unsatisfac tory withdrav DESTRICT IDENTIFICATION NUMBER BERTHEADE -3.0 a 1 4 a 5 425-339-4400 123456 09/29/ ARENT (8) / BATROTAR (8) -2.3 Waiver Incomplete CONTRACT N WASHINGTON, GEORGE WASHINGTON, MARTHA -2.0 EVERETT SCHOOL DISTRICT -1.7 <u>+</u> -1.3 9876 543 210 SARDUATION REQUIREMENTS TEAR: 2021 --- SCHOOLS ATTENDED ----Entry Exit School City, State THOMAS JEFFERSON HS THOMAS ALVA EDISON HS 09/2017 09/2019 06/2019 AUBÜRN, WA ALEXANDER, VA 10/2020 11/2020 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 Dist State Dist Ltr Cred Cred Course Ltr Cred Cred Course Crs Course Description Crs Course Description Grd Earn Attp Dsg Grd Earn Attp Dsg Code Code Code Code MO/YR: 01/2018 GRD LEV: 09 GRD LEV: 12 MO/YR: 01/2021 A 0.50 0.50 B A 0.50 0.50 01001 ENG900 9 ENGLISH 05110 CHR200 CHOIR W 0.00 0.00 10001 BUS610 TECH LITERACY 01054 ENG879 AMERICAN LIT W 0.00 0.00 B 03001 SCN161 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 08101 SPN100 SPANISH 1 B+ 0.50 0.50 B 10005 COM900 BUSINESS COMPUTERS W 0.00 0.00 т MTH525 BUSINESS MATH W 0.00 0.00 B B 0.50 0.50 B 02052 MAT100 ALEGBRA MO/YR: 08/2021 GRD LEV: 12 MO/YR: 08/2018 GRD LEV: 09 02058 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
 01001
 ENGLISH
 A
 0.50
 0.50
 B
 22051
 ELE888
 OFFICE AIDE
 S

 04111
 HISPNW
 PACIFIC NW HISTORY
 A
 0.50
 0.50
 District 10005
 BUS223
 COMPUTER APPLICATIONS A

 03001
 SCN161
 EARTH/PHYSICAL SCI
 F
 0.00
 0.00
 B
 Seal
 01054
 ENG342
 AMERICAN LITERATURE
 V

 08009
 PED121
 WT TRAIN 1
 A
 0.50
 0.50
 B
 05110
 MUS555
 CONCERT CHOIR
 A

 08101
 SPN100
 SPANISH 1
 A 0.50
 0.50
 B
 12104
 BUS312
 ACCTG101
 A

 02052
 MAT100
 ALEGBRA
 B+
 0.50
 0.50
 B
 12104
 BUS312
 ACCTG101
 A
 050 050 T Seal 01054 ENG342 AMERICAN LITERATURE V 0.00 0.50 05110 MUS555 CONCERT CHOIR A 0.50 0.50 B 0.50 0.50 C ******* REPORT PERIOD AND CUMULATIVE SUMMARY ******* MO/YR: 01/2019 GRD LEV: 10 Grd Cred Cred GPA GPA GPA 08009 PED221 WT TRAIN 2 A 0.50 0.50 08102 SPN200 SPANISH 2 A- 0.50 0.50 B Lev Mo/Yr Earn Attp Earn Attp Pts GPA 09 01/2018 09 06/2018 2.50 2.50 2.50 2.50 9.50 3,800 03051 BIO200 BIOLOGY B- 0.50 0.50 B 2.50 2.50 2.502.509.50 3,800 01002 ENG231 10 ENGLISH ADV A- 0.50 0.50 HB 05110 MUS555 CONCERT CHOIR A 0.50 0.50 B 02072 MAT200 GEOMETRY 10 01/2018 3.00 3.00 3.00 11.55 3.00 3.850 10 08/2018 3.00 3.00 3.00 11.50 3.00 3.833 01/2020 2.50 2.50 2.50 2.50 9.55 3.820 A 0.50 0.50 B 11 02072 MAT200 GEOMETRY 11 08/2020 2.50 2.50 2 50 2.509.35 3.740 MO/YR: 08/2019 GRD LEV: 10 12 01/2021 0.00 0.00 0.00 0.00 0.00 0.000 12 08/2021 2.00 08009 PED221 WT TRAIN 2 A 0.50 0.50 2.50 2.50 2.00 7.85 3.925 B+ 0.50 0.50 B 19.00 19.00 18.50 18.50 70.80 3.824 Cumulative: 06102 SPN200 SPANISH 2 03051 BIO200 BIOLOGY B 0.50 0.50 BS ********* ADDITIONAL STATE REQUIREMENTS ********* A 0.50 0.50 HB 01002 ENG231 10 ENGLISH ADV GRADUATION PATHWAY MET A 0.50 0.50 B HIGH SCHOOL & BEYOND PLAN 02072 MAT200 GEOMETRY MET MO/YR: 01/2020 GRD LEV: 11 WASHINGTON STATE HISTORY MET 05167 TTT380 PHOTOGRAPHY A 0.50 0.50 WA STATE SEAL OF BILITERACY EARNED - SPANISH 04104 HST444 US HISTORY AP B 0.50 0.50 A WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH A 0.50 0.50 05110 CHR200 CHOIR ******* ADDITIONAL DISTRICT REQUIREMENTS ********* 04003 HST332 GEOGRAPHY IB B- 0.50 0.50 I TECHNOLOGY COMPETENCY MET 03001 ESC112 EARTH SCIENCE A- 0.50 0.50 COMMUNITY SERVICE WAIVED GRD LEV: 11 ***** END OF TRANSCRIPT RECORD ********* MO/YR: 08/2020* * Indicates all courses listed under this Mo/Yr included school 11054 TTT280 PHOTO IMAGING A 0.50 0.50 04104 HST444 US HISTORY AP B 0.50 0.50 A facility closure days due to Spring 2020 COVID-19 pandemic 05110 CHR200 CHOIR 0.50 0.50 А emergency 04003 HST332 GEOGRAPHY IB B- 0.50 0.50 I 03001 ESC112 EARTH SCIENCE B+ 0.50 0.50 AUTRORIDED BIBMATURE For information about the State of Washington High School YOUR Transcript please visit the OSPI website at LOGO FAGE www.k12.wa.us/transcripts. TITLE ATE 01 of 01 I HERE

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 INFORM	ATION	WAS			TE HIGH SCHOOL CRIPT	SCHOOL OF RECORD
LEGAL MARE (LAST, FIRST MIDDLE) [and other CURTIS, MARTHA PARKE	r/former names used)		5/2021		GRADUATIÖN DATE	202001 NAME, ADDRE28, FROM MINDER EVERETT HS
DESTRUCT SCHENTERSCAPEOGY HUMBER. 123456 Fraderic (3) /Gauguezaf (3) WASHINGTON, GEORGE WASHINGTON, MARTHA	09/29/	Grade Fo A A- B+ B- C+ C+ C- D+ D X or F	<pre>int Table</pre>	9876	ISED IN G.P.A. Pass/No Pass : Credit/No Credit Satisfactory/Unsatisfo tory Withdraw Weiver Incomplete 0.543 210 DUATION REQUIREMENTS YEL 2021	425-339-4400 ACRODA DERETT SCHOOL DISTRICT

2.2.3 ACADEMIC RECORD

*****	******	********************* ACA	DEMI	C REC	ORD	
State Crs Code	Course	Description		Cred Earn		Course Dsg
		MO/YR: 06/2021	GRD	LEV:	12	
02056	MAT300	ALGEBRA 2	A-	0.50	0.50	В
22051	ELE888	OFFICE AIDE	s	0.50	0.50	
10005	BUS223	COMPUTER APPLICATIONS	δA	0.50	0.50	т
05110	MUS555	CONCERT CHOIR	А	0.50	0.50	В
12104	BUS312	ACCTG101	А	0.50	0.50	С
ig. 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 or waived as allowed under the State Board of Education Emergency Rules as provided in <u>WAC 180-111-010</u>. 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, as allowed under the Spring 2020 State Board of Education Emergency Rules, must have the specific waived course(s) identified in their academic history with a grade of 'V'.

2.2.3.4 Ltr Grd

****** ACADEMIC RECORD

State Crs Code	Course	Description		Cred Cred Course Earn Attp Dsg
		MO/YR: 06/2021	GRD	LEV: 12
02056	MAT300	ALGEBRA 2	A-	0.50 0.50 B
22051	ELE888	OFFICE AIDE	S	0.50 0.50
10005	BUS223	COMPUTER APPLICATIONS	A	0.50 0.50 T
05110	MUS555	CONCERT CHOIR	А	0.50 0.50 B
12104	BUS312	ACCTG101	А	0.50 0.50 C

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	Р	(Pass)
A-	Ν	(No Pass)
B+	CR	(Credit)
В	NC	(No Credit)
B-	S	(Satisfactory)
C+	U	(Unsatisfactory)
С	W	(Withdraw)
C-	I .	(Incomplete)
D+	V	(Waived COVID-19)
D		
E		
F		

I - Incomplete

The letter grade of 'I" – Incomplete may be assigned to all students in grades 9-12, and students in earlier grades who are attempting high school rigor courses, Details regarding the issuance of the letter grade of 'I' – Incomplete is described under <u>Bulletin B088-20</u>.

V – Waived

Student records will show the Grade value 'V' to indicate no grade earned and no credits earned because "course credit requirement waived under the State Board of Education <u>Emergency Rules</u>." For students in the Class of 2021 or 2020 during the 2020-21 school year, for any of the up to 2.0 credits being waived using the emergency waiver as described in <u>Chapter 180-111 WAC</u>, the transcript must reflect which course(s), including course title and code, were waived for 2020-21 school year with a letter grade of 'V' - Waived.

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

2.2.3.8 MO/YR

****** ACADEMIC RECORD

State Crs Code	Course	Description				Cred Earn		Course Dsg	
			MO/YR:	06/2021		GRD	LEV:	12	
02056	MAT300	AL	.GEBRA 2			A-	0.50	0.50	В
22051	ELE888	OF	FFICE AIDE			s	0.50	0.50	
10005	BUS223	C	OMPUTER /	APPLICATI	ONS	Α	0.50	0.50	т
05110	MUS555	C	DNCERT C	HOIR		Α	0.50	0.50	В
12104	BUS312	AC	CTG101			A	0.50	0.50	С

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:

2.2.4 REPORT PERIOD AND CUMULATIVE SUMMARY

***	****	REPORT	PERIOD	AND C	CUMULAT	IVE S	UMMARY	******
	Grd		Cred	Cred	GPA	GPA	GPA	
	Lev	Mo/Yr	Earn	Attp	Earn	Attp	Pts	GPA
	09	01/2018	2.50	2.50	2.50	2.50	9.50	3.800
	09	06/2018	2.50	2.50	2.50	2.50	9.50	3.800
	10	01/2018	3.00	3.00	3.00	3.00	11.55	3.850
	10	06/2018	3.00	3.00	3.00	3.00	11.50	3.833
	11	01/2020	2.50	2.50	2.50	2.50	9.55	3.820
	11	06/2020	2.50	2.50	2.50	2.50	9.35	3.740
	12	01/2021	0.00	0.00	0.00	0.00	0.00	0.000
	12	06/2021	2.50	2.50	2.00	2.00	7.85	3.925
	Cumu	lative:	19.00	19.00	18.50	18.50	70.80	3.824

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 2.2.4.3.3 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)

******	ADDITIONAL	STATE	REQUIREMENTS	*******
GRADUATION P	ATHWAY			MET
HIGH SCHOOL 8	BEYOND PLAN			MET
WASHINGTON S				MET
*********			**********	********

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

Format: X....

Description: Heading for Graduation Pathway information.

Business Rules: Beginning with the 2020-21 school year, for students in the Class of 2020 who remained enrolled during the 2020-21 school year, and students in the Class of 2021 and beyond, the Graduation Pathway must be included on the student's transcript.

2.2.5.10.1 (GRADUATION PATHWAY STATUS)

********	ADDITIONAL	STATE	REQUIREMENT	S *****
GRADUATION P/	ATHWAY			MET
HIGH SCHOOL &	BEYOND PLAN			MET
WASHINGTON S	TATE HISTORY			MET
********	*********	*****	*********	**********

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

Format: XXXXXX

Description: The student's status regarding the Graduation Pathway.

Business Rules: Beginning with the 2020-21 school year, students in the Class of 2020 and beyond, if the student has earned the Graduation Pathway, the status must be displayed as 'MET'. If the student graduates by 8.31.21 and the Graduation Pathway has been waived, the status must be displayed as 'WAIVED'. If the student's Graduation Pathway has not been met or waived, and the student is planning to enroll in the 2021-22 school year, the status may be left blank or display as 'NOT MET'

Allowable values

MET NOT MET WAIVED

Example: MET

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