

## B. International Clarifications (Foreign transcripts)

**Introduction:** The following procedures create a framework to enable schools to interpret foreign transcripts with the students' best interests in mind. Please reach out to Transcript Support, at [transcript\\_support@dpsk12.org](mailto:transcript_support@dpsk12.org), for additional questions.

### **Certifying an Official Transcript:**

Normally a signature and a seal should be present on a transcript. However, in the case of foreign transcripts one or the other will suffice. If neither is present, discretion should be used in determining whether or not the document is official. If the transcript appears to be from an official source, it is acceptable to consider it official.

### **Translation Services:**

If a transcript received from a student is in a foreign language there are two options available.

- 1) Ask a teacher of that foreign language in your school for assistance
- 2) Reach out to the district's communication office for assistance  
(<http://communications.dpsk12.org/requestService/translation-and-interpretation/>)

As a last resort both Google and Yahoo provide translation applications at the following websites:

<http://www.microsofttranslator.com>

<http://translate.google.com>

### **Guidelines for Determining which DPS Courses to Use:**

Transcript Support has developed the following tools to assist with coding foreign transcripts:

- Transcript Evaluation Tool – Matches courses from incoming transcripts to DPS course equivalents
- Master Course Catalog – Comprehensive list of DPS courses which can be used in transcript entry

Both tools can be found on the Transcript and Course Code Management Support website.

### **Guidelines for Awarding Credit:**

- If a course shows non-elective (math, science, or social studies) credit on the transferring transcript, a minimum of 5 credits should be given with a maximum of 10 credits possible over the course of a year (usually broken into two semesters of 5 credits each).
- If a course shows elective credit (fine arts, technology, or physical education) on the transferring transcript, a minimum of 2.5 credits should be given with a maximum of 5 credits possible over the course of a year (usually broken into two semesters of 2.5 credits each).
- Any Civics course from a foreign country should be awarded social studies credit. The student will need to take Civics within the United States to receive Civics credit.
- Any language arts course taken in a non-English speaking country should be awarded credit based on the student's English language proficiency. In most cases, the student will receive academic elective credit, through course code 09927, or ELA 1/ELA 2.
- Any foreign language taken in a foreign country should be awarded the appropriate credit (as long as DPS offers courses in that foreign language.) Academic elective credit should be awarded for foreign language courses that DPS does not offer.

### **Determining Scores for Courses:**

Foreign grades/courses should be entered as pass/fail to minimize inaccuracy and confusion in translating foreign scores into DPS grades.

## 1. Mexican Score Conversion Table

GRADING SCALE FOR GRADES 7-9  
 “ESCALA DE CALIFICACIONES PARA SECUNDARIA”

NOTATION “NOTACION”	INTERPRETATION “INTERPRETACION”		OBJECTIVES MET “LOGRO DEL OBJETIVO”
5	F.	UNSATISFACTORY	OBJECTIVE NOT MET “NO ALCANZO EL OBJETIVO”
	N.S.	“NO SUFICIENTE”	
6	D	PASSING	MET THE OBJECTIVE  ALCANZO EL OBJETIVO
	S	“SUFICIENTE”	
7	C	AVERAGE	
	B	“REGULAR”	
8	B	GOOD	
	B	“BIEN”	
9	A	VERY GOOD	
	MB	“MUY BIEN”	
10	A+	EXCELLENT	
	E	“EXCELENTE”	

The grading or scoring system scale in Mexico is numeric and in whole numbers, from 5 to 10. The numeral “5” is a failing grade for the semester, quarter, or final grade (equivalent to an “F” in the United States). The numerals “6” to “10” are passing grades equivalent to the United States’ grading system “A” to “D”. The final grade is given as a decimal (e.g. 6.1, 7.3, or 8).

## 2. Vietnamese Score Conversion Table

Vietnamese Grading System	US Grading System
9-10 points	A
7-8 points	B
6-7 points	C
5-6 points	D
4-5 points	F (marginal)
under 4 points	F (absolute)

**Important Note:** Vietnamese Secondary Education is a rigorous test-oriented system. Attaining a perfect 10-point score in any academic subject is very rare. Therefore, transcripts of even top honor graduates from Vietnam will not show straight 10s (the “straight A” equivalent).

### Web Based Resources:

[www.foreigncredits.com](http://www.foreigncredits.com) – This website provides several resources and is particularly helpful in converting scores. The site maintains a database of 160 languages, translating and evaluating foreign academic credentials into the United States equivalency, accepted by USCIS and ISBE.

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