

DPS Transcript FAQs:

<http://transcriptsupport.dpsk12.org/transcript-support/frequently-asked-questions/>

## Frequently Asked Questions

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Q: What is the procedure when an incoming transcript contains a passing grade with no credit (i.e. the transferring course has a grade of a D or better but 0 credit was given)?

A: The previous district most likely does not give credit for performance at certain levels. Enter the grade as it appears on the transcript with 0 "Credits Earned". Determine whether the course impacts the GPA. If it does, enter a GPA weight and credits attempted that align with other courses on the transferring transcript.

If the grade is higher than a D, you should check with the transferring district to verify the score. If the score is incorrect, request an updated transcript. If not, enter the course as described above.

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Q: How are mid-term transfer students that have "withdrawal" grades from the transferring school treated?

A: Teachers use the withdrawal grades as a base for where the student is at and average them with the student's work within DPS to get final grades. No information is entered into IC. (Please see the [High School Procedures Guide](#))

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Q: How do credits translate for students coming from quarter/trimester systems who transfer to DPS mid-semester?

A: The student will be granted the credit shown on the transcript.

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Q: What is the process for mid-year grade reassignments?

A: Please refer to the [High School Procedures Guide](#) section labeled "Grade-Level Assignment Procedure".

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Q: What credit should a foreign language, or English taken in a foreign country, receive?

A: If a foreign language that DPS does not offer, or English, is taken abroad, academic elective credit should be issued. Use “Academic Elective – 09924” and note in the “Comments” field the exact name of the course taken.

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Q: For foreign transcripts, how many credits should be given? How do we deal with different grading scales?

A: Please refer to the “Foreign Transcripts” section of the [Transcript Operations Manual](#).

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Q: What do we do when a foreign course doesn’t match a DPS course?

A: Attempt to find the closest match; first by course, then by credit type if an appropriate course match cannot be found.

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Q: How do we translate credits from Colorado’s Finest into DPS credits?

A: Colorado’s Finest transcripts are complicated. Please refer to the “Charter/Out-of-District Transcript Processing” section of the [Transcript Operations Manual](#) for information regarding those transcripts.

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Q: When working with trimesters, how should the transcript data be entered into IC?

A: Break down the class into 4 parts splitting Trimester 2 into 2 parts as shown below:

- Trimester 1 – 3.3 credits – Trimester 1 Grade (As S1 course)
- Trimester 2 – 1.7 credits – Trimester 2 Grade (As S1 Course)
- Trimester 2 – 1.7 credits – Trimester 2 Grade (As S2 Course)
- Trimester 3 – 3.3 credits – Tri 3 Grade (As S2 Course)

Most graduation requirements are divided into an S1 and S2 segment. Ensure that 5 credits are in place for each semester, totalling 10 for the year.

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Q: Are there DPS schools where a trimester satisfies the seat-time equivalent for 5 credits?

A: Currently there is one school that operates with “extended” class times: Vista Academy.

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Q: How should ACE Community courses be treated? (ie. Two courses will have two separate grades, but only one will get credit)

A: If two courses are worth a total of 5 credits, and the student earned an A and a C respectively, the courses would be entered separately: an A with 2.5 credits and a C with 2.5 credits.

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Q: What is the difference between courses in the course catalog?

A: The courses are differentiated by the first digit: general courses begin with a 0, special needs with minor modifications with a 1, ELA special needs with a 2, ELA general with a 3, and special needs with C0 Alt eligibility with a 4.

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Q: How should classes be entered for students with summer school credits?

A: If a school has semesters the actual term would be 3, the start term would be 3, the end term would be 3, the terms long would be 1, and the calendar terms would be 2. A table is listed below for common situations:

	Actual Term	Start	End	Terms Long	Calendar Terms
Semester	3	3	3	1	2
Trimester	4	4	4	1	3
Quarter	5	5	5	1	4

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Q: Can courses with the CTE designation be used when evaluating a transcript from a transferring district?

A: It is best to use the Master Course Catalog to match the transfer courses with the core graduation requirements of the district, none of which are designated CTE. If no equitable non-CTE course can be found, CTE courses may be used. Under no circumstances should AA, ACP, or school-branded courses be used.

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Q: How are DPS's current seat time requirements calculated in order for a student to earn 5 credits?

A: The district requires a student to spend 45-52 minutes in class for five days a week, over the course of 18 weeks. The formula used for conversion: 45-52 min x 5 days x 18 weeks = 4,050-4,680 or 5 credits.

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Q: What DPS course should be used for theology/religion courses?

A: Course code 09924 should be used in place of the theology course; this course is given academic elective.

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Q: How does PS-1 course credit convert into DPS credit?

A:

Credit Earned at PS1 DPS Equivalent

0	0
.25	.625
.5	1.25
1	2.5
1.5	3.75
2	5
2.5	6.25
3	7.5
3.5	8.75
4	10
5	12.5

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Q: Should we use '+' and '-' designations in Infinite Campus if the transfer school used them?

A: The usage of such grade modifiers must be aligned with the list of scores called acceptable for IC in the [Transcript Operations Manual](#). KEEP IN MIND that DPS does not grant a higher grade than "A" in its system (achieving a numerical grade of "4.0" in general coursework or "5.2" in honors coursework equating to other school districts' "A+").

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Q: How are school districts accredited by the state or another government agency, and not by one of the nationally recognized accreditation organizations, treated by DPS?

A: As DPS itself has been accredited by the state of Colorado, via CDE, since 2006 through School Performance Framework (SPF), it may be more appropriate to focus on seat time for the transfer student if the school or district is accredited through a state or government agency.

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Q: What option should be selected under the "Transfer School Name" in Infinite Campus when entering 'Upward Bound' courses (i.e. Metropolitan State College of Denver)?

A: Please use "966: Other Colorado Public Schools" in the "Transfer School Name" dropdown box. In the comments field at the bottom of the entry screen specifically state "Upward Bound" and the name of the school at which the course was taken.

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Q: How are the seat times from a transferring district converted into DPS credits?

A: Please refer to the Seat Time Conversion Formula in Appendix E of the [Transcript Operations Manual](#).

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Q: When and how are grade changes allowed to be made in Infinite Campus?

A: Grade changes can only be made for classes the student took at your school. Any courses that the student took at another DPS school cannot be changed.

In order to make a grade change, an approval is required from an AP or Principal. That approval should be included in a student's cumulative file. Refer to the "Grade Change" section of the [Transcript Operations Manual](#) for instructions on how this change should be made.

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Q: How are college-level credits converted to DPS credits?

A: Please refer to the “Credit and Grades” section on page 21 of the “User’s Guide for Counselors and Administrators – Concurrent Enrollment Programs for High School Students”, [http://curriculum.dpsk12.org/psp/PostSecondary/concurrent/Concur\\_User\\_Guide.pdf](http://curriculum.dpsk12.org/psp/PostSecondary/concurrent/Concur_User_Guide.pdf)

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Q: If a student working for credit through the Career Connections Experience (CCE) program receives less credit than s/he was expecting, how is that circumstance entered into the transcript?

A: Students may receive up to 5 credits per semester for up to 4 semesters, without exceeding 20 credits. “Completion” is dependent on the student’s performance and the business’s work schedule, and the responsibility for the credits awarded must reflect those factors. For example, if the business fails before the student completes his assignment the GPA Weight, Earned Credit, and Attempted Credit should match so as not to penalize the student. Refer to the “CCE” section of the [Transcript Operations Manual](#) (Section V, “Additional DPS Transcript Policies”).

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Q: If a student transfers into DPS with an AP course which does not specifically indicate honors does the student get honors weighting?

A: Yes, if the course indicates AP status then we should give that student honors weighting and select a course from the 5.2 (honors ) grading scale.

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Q: Do students that earn Post-Secondary credit receive honors credit towards their cumulative GPA?

A: Post-Secondary credits are counted towards GPA like an honors credit.

**PLEASE NOTE: This site is focused on the ongoing entry of transcript information. We do not provide copies (official or unofficial) of students’ transcripts. Please contact the main office of the school where the student is currently enrolled to learn more about the transcript request process.**