

I. Transcript Overview – General Information:

The material in this manual is designed to create a reference point for situations that are commonly encountered and are critical for transcript processors across the district. Within it you will find instructions for data entry and editing, suggestions for commonly encountered scenarios, and directions to useful tools.

A. Current Policies & Processes: HS Procedures Guide

Transcript Guidelines: Transcript and Credit Evaluation for Students Transferring from within the United States

1. Who is Responsible?

The high school principal or designee will evaluate the student's transcript and designate appropriate credit, grade level status, and graduation requirements where appropriate.

2. Forms:

- Copy of the student's transcript
- Senior contracts, where applicable
- Copy of course syllabus, catalog, and/or other course description (where possible)

3. Considerations for Enrollment:

Immigrant students residing with their parents must be enrolled, regardless of their status with the INS. A student will be enrolled if they are under 21 as of the official count day. Students who reach the age of 21 by October 1st should not be admitted to Denver Public Schools. If the student has not received a high school diploma they are eligible to be enrolled. Students who have attained a GED certificate and have returned for a high school diploma are eligible to be enrolled.

4. Considerations for Transcript Evaluation:

- To receive credit for classes taken elsewhere, students must provide transcripts from each school previously attended. In order for the student to graduate from a DPS school an official transcript from the previous school is required.
- Credit is awarded after the transcript has been evaluated. It should be consistent in context and quality with established practices within the district.

5. High School Credit for 8th Graders

High School credits may not be earned in middle school.

Example: A student who completes Algebra 1 in middle school still must take 4 years of math in high school.

Board policy IKF “4. Mathematics” further states:

Forty semester hours (4 units) shall be earned. Ten semester hours (1 unit) of Algebra I or its equivalent (9th Grade), Except that the High School Algebra requirement will be waived for a student who successfully completes one year of algebra in Middle School. However, such students will still be required to complete forty semester hours (4 units) of mathematics in high school, including 10 semester hours (1 unit) of Geometry and 10 semester hours of Algebra II (1 unit). In no case, will students receive High School credit for courses completed in middle school.

However, students can begin to earn high school credit the summer following successful completion of 8th grade, as they are considered 9th graders the business day after 8th grade commencement.

II. Transcript Evaluation and Data Entry

This section is delineated as follows: locating those students in need of transcript interpretation and entry, finding the right courses to use in creating a DPS transcript, and the correct procedures for entering the information from the transferring school's transcript.

A. Evaluating Transcripts

1. Process Flow

Become familiar with the layout of the transcript and where pertinent information is located as this will save time and effort as you evaluate the transcript prior to entering it into Infinite Campus.

Be sure to note the following information needed for transcript entry:

- + Student name
- + Transferring school
- + School year
- + Grade level
- + Terms
- + Courses
- + Grades
- + Weight
- + Credit

2. Transcript Course Codes to Use

The Master Course Catalog is an easily referenced spreadsheet of DPS course names, numbers, descriptions, and their corresponding credit types as related to current graduation requirements.

***NOTE* - Codes must be active at each school, or else the entry cannot be completed. The "looking glass" icon will not populate the "Course Name" and "State Code" fields, and any subsequent course entries will not be stored. At your school, a scheduler will have access to move courses into your Course Catalog (usually an assistant principal or counselor).**

