VI. Additional DPS District Transcript Policies & Procedures

A. Individual Specifics - There are various guidelines for awarding credit for school experiences *outside* of Denver Public Schools' General Course of Studies, to be used when dealing with other schools, agencies, hospitals, detention facilities, health treatment centers and Community Education Programs. Aside from the Career Connection Experience, there are a variety of circumstances that may be encountered more often than not (detailed below).

1. **Special Education Processes/Clarifications** – If the student's transcript reflects "special needs" categorization, contact the IEP Team directly through the Special Education Program Manager at the DPS school in which that student is enrolled.

2. **GED Students** – need to be entered into Infinite Campus, but priority for the transcript data entry is lower than matriculated 9th – 12th grade students.

3. **Recognizing Transferring Authority** - Any transcript information entered into IC for a student from another school district needs to be supported by an *official* transcript. If questions exist regarding what constitutes an official transcript, please contact the Assistant Principal or Counselor at the DPS school where the student is currently enrolled.

4. **Grade Level Missing** – Use the grade level indicated on the transferring transcript. In the event that no grade is indicated on the transferring transcript, use the cumulative amount of credits to assign a grade level (less than 60 = freshman; 61 – 120 = sophomore; 121 – 180 = junior; 181 – 240 = senior).

5. **"Upward Bound"** - When entering courses from the "Upward Bound" Program, always select "966: Other Colorado Public Schools" in the "transfer school name" dropdown menu. In the "Comments" box, specifically state "Upward Bound – Metro".

6. **Credit Earned In Jail** - Per Senate Bill 10-054, DPS is obligated to offer educational services to juvenile offenders being tried as adults. Special Education students receive services through the Out of District Office and General Education students receive services through APS/Homebound. Contact these departments for clarifications on transcripts for incarcerated students.

7. **Durango Transcripts** - District 9R (Durango High School) has a trimester system in which each class with 5.0 listed under credits is the equivalent of 5 DPS credits (i.e. 0.5 Carnegie units).

B. Career Connection Experience (CCE) Credit: CCE provides high school students (16 years and older; commonly juniors and seniors only) with the opportunity to gain "real world" experiences which connect their educational course selections to their career interests.

CCE Credit Description	Paid Experience	Unpaid Experience	Summer Experience
Paid/Unpaid	Paid	Unpaid	Paid/Unpaid
Program Length	Variable	Variable	Variable
Hour/Credit Ratio	54/1	36/1	54/1 or 36/1
Max. Credits Per Semester	5	5	5
Prerequisites and/or Concurrent Course Work	CTE Class	CTE Class	CTE Class
	AVID Class	AVID Class	AVID Class

Students receive one credit for every 36 hours of experience in the unpaid option or one credit for every 54 hours of experience in the paid option. Students may receive up to five credits per semester for up to four semesters, and cannot exceed 20 credits.

If the student is in a paid experience, s/he is required to have 270 hours per semester to receive the maximum CCE credits. Paid interns will earn one hour of credit for every 54 hours worked, up to five credits per semester. This is an average of 15 hours per week for an 18-week semester.

If the student is in an unpaid experience, s/he is required to have 180 hours per semester to receive the maximum CCE credits. Unpaid interns will need to have an average of 10 hours per week for an 18-week semester. Students may receive a maximum of 5 credits for a summer internship. There is a separate application for summer CCE.

If a student's work hours are reduced, it is important to reflect an equitable credit compilation that doesn't penalize the student for the shortfall – assuming the reduced hours are the responsibility of the employer and not the student's performance. For example, a student enters the program expecting to earn 5 credits toward graduation based on successful performance but only gets 3 credits. Depending on whether or not the student is responsible (the employer cut their hours or the business failed to compensate for an economic downturn, as opposed to the student failing to complete their required duties) then the data entered would be as follows:

Student is **NOT** responsible	Correct Entry to Avoid Penalizing Student		
Grade received: Not a factor in this decision	GPA Weight: 3	Earned Credit: 3	Attempted Credit: 3
Student **IS** responsible	Correct Entry to Penalize Student		
Grade received: Not a factor in this decision	GPA Weight: 5	Earned Credit: 3	Attempted Credit: 5

C. ADDITIONAL GUIDELINES (per the High School Procedures Guide)

Interpretation of Posting Marks on Student Records; **Interpretation of Marks**

1. If there are questions on interpretation, the final decision should be made by the principal or designee.
2. If a school uses numbers rather than letter grades and does not send along a definition of the marking system, the following table should be used for conversion:

3. If a school uses letter grades of "S" and "U", these should be entered in DPS' records the same way (see the Score Guidelines).
4. Indicate if the grades are other than regular track ("N, X" or "SP, CP") after each subject.
5. If any courses are taken that can be counted in more than one area, be sure to note this when entering the information on the student record. Example: ESEA Title X, credit language Arts, SS, or Math – 10 hours

Threshold	Correct Entry (so as to avoid penalizing student)	
Passing Grade: 70%	A = 93 – 100 B = 84 – 92	C = 77 – 83 D = 70 – 76
Passing Grade: 65%	A = 91 – 100 B = 82 – 90	C = 73 – 81 D = 65 – 72 F = 64 and under
Passing Grade: 60%	A = 90 – 100 B = 80 – 89	C = 70 – 79 D = 60 – 69