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

Table of Contents

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 (RCW 28A.230.125). 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 Chapter 180-11 WAC.

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 only includes changes to student transcripts due to the GREW emergency rules adopted in 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 Transcript User Guides.

Table 1: Overview of emergency rules and requirements for transcripts

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. The SBE will adopt permanent emergency waiver rules for the Class of 2022 and beyond in July, 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".

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 <u>are not eligible</u> 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</u> for laws/guidance.	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 <u>WAC 392-415-070</u> (2)(a)(vii). For any course not ever attempted, but planned for the 2020-21 school year, the student's academic history and transcript would 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 "<u>student circumstances</u>" 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 initial use in Spring 2020 to all future years.	In accordance with Bulletin <u>088-20</u>, any incomplete 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 'I' – Incomplete and following requirements for

	reporting 'I' as documented in the <u>Transcript 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 TRANSCRIPT	SCHOOL OF RECORD

LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used]
CURTIS, MARTHA PARKE

REPORT DATE
06/15/2021

GRADUATION DATE

SCHOOL NAME, ADDRESS, PHONE NUMBER
EVERETT HS
2416 COLBY AVE
EVERETT, WA 98207
425-339-4400

Grade Point Table
A	-4.0
A-	-3.7
B+	-3.3
B	-3.0
B-	-2.7
C+	-2.3
C	-2.0
C-	-1.7
D+	-1.3
D	-1.0
E or F	-0.0

NOT USED IN G.P.A.
P/F Pass/No Pass
Cr/NC Credit/No Credit
S/U Satisfactory/Unsatisfactory
W Withdraw
V Waiver
I Incomplete

DISTRICT IDENTIFICATION NUMBER
123456
BIRTHDATE
09/29/
PARENT(S)/GUARDIAN(S)
WASHINGTON, GEORGE
WASHINGTON, MARTHA

SSID:
9876 543 210

SCHOOL DISTRICT NAME
EVERETT SCHOOL DISTRICT

Graduation Requirements Year:
2021

*** SCHOOLS ATTENDED ***

Entry	Exit	School	City, State
09/2017	06/2019	THOMAS JEFFERSON HS	AUBURN, WA
09/2019	10/2020	THOMAS ALVA EDISON HS	ALEXANDER, VA
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 Crs Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg
		MO/YR: 01/2018	GRD LEV: 09			
01001	ENG900	9 ENGLISH	A	0.50	0.50	B
10001	BUS610	TECH LITERACY	A	0.50	0.50	
03001	SCN161	EARTH/PHYSICAL SCI	D	0.00	0.00	B
08009	PED121	WT TRAIN 1	A	0.50	0.50	
06101	SPN100	SPANISH 1	B+	0.50	0.50	B
02052	MAT100	ALEGBRA	B	0.50	0.50	B
		MO/YR: 06/2018	GRD LEV: 09			
01001	ENG130	9 ENGLISH	A	0.50	0.50	B
04111	HISPNW	PACIFIC NW HISTORY	A	0.50	0.50	
03001	SCN161	EARTH/PHYSICAL SCI	F	0.00	0.00	B
08009	PED121	WT TRAIN 1	A	0.50	0.50	
06101	SPN100	SPANISH 1	A-	0.50	0.50	B
02052	MAT100	ALEGBRA	B+	0.50	0.50	B
		MO/YR: 01/2019	GRD LEV: 10			
08009	PED221	WT TRAIN 2	A	0.50	0.50	
06102	SPN200	SPANISH 2	A-	0.50	0.50	B
03051	BIO200	BIOLOGY	B-	0.50	0.50	B
01002	ENG231	10 ENGLISH ADV	A-	0.50	0.50	HB
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B
02072	MAT200	GEOMETRY	A	0.50	0.50	B
		MO/YR: 06/2019	GRD LEV: 10			
08009	PED221	WT TRAIN 2	A	0.50	0.50	
06102	SPN200	SPANISH 2	B+	0.50	0.50	B
03051	BIO200	BIOLOGY	B	0.50	0.50	BS
01002	ENG231	10 ENGLISH ADV	A	0.50	0.50	HB
02072	MAT200	GEOMETRY	A	0.50	0.50	B
		MO/YR: 01/2020	GRD LEV: 11			
05167	TTT380	PHOTOGRAPHY	A	0.50	0.50	
04104	HST444	US HISTORY AP	B	0.50	0.50	A
05110	CHR200	CHOIR	A	0.50	0.50	
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I
03001	ESC112	EARTH SCIENCE	A-	0.50	0.50	
		MO/YR: 06/2020 *	GRD LEV: 11			
11054	TTT280	PHOTO IMAGING	A	0.50	0.50	
04104	HST444	US HISTORY AP	B	0.50	0.50	A
05110	CHR200	CHOIR	A	0.50	0.50	
04003	HST332	GEOGRAPHY IB	B-	0.50	0.50	I
03001	ESC112	EARTH SCIENCE	B+	0.50	0.50	

State Crs Code	Dist Course Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg
		MO/YR: 01/2021	GRD LEV: 12			
05110	CHR200	CHOIR	W	0.00	0.00	
01054	ENG879	AMERICAN LIT	W	0.00	0.00	B
02056	MAT300	ALGEBRA 2	W	0.00	0.00	B
10005	COM900	BUSINESS COMPUTERS	W	0.00	0.00	T
	MTH525	BUSINESS MATH	W	0.00	0.00	B
		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
01054	ENG342	AMERICAN LITERATURE	**V**	**0.00**	**0.50**	
05110	MUS555	CONCERT CHOIR	A	0.50	0.50	B
12104	BUS312	ACCTG101	A	0.50	0.50	C

******* REPORT PERIOD AND CUMULATIVE SUMMARY *******

Grd Lev	Mo/Yr	Cred Earn	Cred Attp	GPA Earn	GPA Attp	GPA 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
Cumulative:		19.00	19.00	18.50	18.50	70.80	3.824

********** ADDITIONAL STATE REQUIREMENTS **********

GRADUATION PATHWAY	MET
HIGH SCHOOL & BEYOND PLAN	MET
WASHINGTON STATE HISTORY	MET

****

WA STATE SEAL OF BILITERACY	EARNED – SPANISH
WA STATE HIGHER ED PLACEMENT AGREEMENT	ELA/MATH

********* ADDITIONAL DISTRICT REQUIREMENTS *********

TECHNOLOGY COMPETENCY	MET
COMMUNITY SERVICE	WAIVED

*********** END OF TRANSCRIPT RECORD ***********

* Indicates all courses listed under this Mo/Yr included school facility closure days due to Spring 2020 COVID-19 pandemic emergency

For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts.

YOUR LOGO HERE

AUTHORIZED SIGNATURE

TITLE   DATE

PAGE
01 of 01

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 INFORMATION	WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	SCHOOL OF RECORD
legal name (last, first middle) [and other/former names used] CURTIS, MARTHA PARKE	report date 06/15/2021	school name, address, phone number EVERETT HS
	graduation date	2416 COLBY AVE EVERETT, WA 98207
district identification number 123456	birthdate 09/29/	425-339-4400
parent(s)/guardian(s) WASHINGTON, GEORGE WASHINGTON, MARTHA		school district name EVERETT SCHOOL DISTRICT

Grade Point Table

		NOT USED IN G.P.A.
A	=4.0	P/N Pass/No Pass
A-	=3.7	CR/NC Credit/No Credit
B+	=3.3	S/U Satisfactory/Unsatisfac
B	=3.0	tory
B-	=2.7	W Withdraw
C+	=2.3	V Waiver
C	=2.0	I Incomplete
C-	=1.7	
D+	=1.3	SSID:
D	=1.0	9876 543 210
E or F	=0.0	

GRADUATION REQUIREMENTS YEAR: 2021

2.2.3 ACADEMIC RECORD

```
**************************** ACADEMIC RECORD
State Dist
Crs   Course  Description              Ltr Cred Cred Course
Code  Code                             Grd 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           A    0.50 0.50 B
 12104 BUS312  ACCTG101                A    0.50 0.50 C
```

Fig. 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 WAC 180-111-010.
 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  Dist
Crs    Course  Description              Ltr  Cred Cred Course
Code   Code                             Grd  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  A    0.50 0.50 T
05110  MUS555  CONCERT CHOIR            A    0.50 0.50 B
12104  BUS312  ACCTG101                 A    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	P	(Pass)
A-	N	(No Pass)
B+	CR	(Credit)
B	NC	(No Credit)
B-	S	(Satisfactory)
C+	U	(Unsatisfactory)
C	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 Bulletin B088-20.

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 Emergency Rules." 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 Chapter 180-111 WAC, 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 Dist
Crs    Course  Description           Ltr  Cred Cred Course
Code   Code                          Grd  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         A    0.50  0.50  B
12104  BUS312  ACCTG101              A    0.50  0.50  C
```

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 CUMULATIVE SUMMARY ******
 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
 Cumulative:   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 PATHWAY                                  MET
HIGH SCHOOL & BEYOND PLAN                            MET
WASHINGTON STATE HISTORY                             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 REQUIREMENTS **********
GRADUATION PATHWAY                                  MET
HIGH SCHOOL & BEYOND PLAN                            MET
WASHINGTON STATE 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

Legal Notice

ESTD
1889

All students prepared for post-secondary pathways, careers, and civic engagement.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Chris Reykdal | State Superintendent
Office of Superintendent of Public Instruction
Old Capitol Building | P.O. Box 47200
Olympia, WA 98504-7200