



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to the completion and posting of final high school transcripts.

PROCEDURE

1. The completion date on a student's transcript may or may not match the date on his/her diploma. The transcript completion date must accurately reflect the actual date the student completed all requirements for high school graduation, including passing all sections of the HSPE.
2. It is also very important that the school in which the course was completed is noted accurately on the transcript. For example, a correspondence course when completed should be noted on the transcript under the name of the institution where the student earned credit and should NEVER be indicated that the credit was earned in a WCSD school.
3. The student must have completed all requirements for graduation by the Friday before the first day of the Balanced School Calendar to be credited within the same year. It should be noted that even if the student enrolled in Washoe Adult for credit or for proficiency remediation, the credit and proficiency results must be posted in the same year on the home high school transcript. Thus information regarding the student who should have graduated in 2011 and who completes credit and/or passes proficiency on the Friday before the first day of the Balanced School Calendar 2011 must be posted in 2011. All students who complete the graduation requirements after the Friday before the first day of the Balanced School Calendar of the same year will be posted in the following year.
4. Refer to the instructions which accompany the Graduation Report regarding how to identify each category of student on that report.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to provide consistency in the creation and posting of final transcripts.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. Compliance with the protocols established by the Nevada Department of Education.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
05/15/2009	1.0	Adopted as Accepted Practice
09/01/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised
9/10/2014	4.0	Revised: converted to Administrative Procedure