



## ADMINISTRATIVE PROCEDURE 5515 TRANSCRIPT EVALUATION

---

**Responsible:** Department of Student Accounting

### **PURPOSE**

This administrative procedure shall describe and define protocols related to the posting of courses on a District transcript that have been earned at an institution or home school outside of District.

### **PROCEDURE**

1. Decisions regarding interpretation of incoming school transcripts must be made with consistency and in the interest of fairness. Evaluation of foreign transcripts shall be made by Student Accounting; evaluation of transcripts of home-schooled students shall be made by the school site. Questions concerning evaluation of domestic transcripts shall be referred to Student Accounting. **Courses from non-accredited institutions will not be accepted for credit.** For questions regarding accreditation contact the Office of Academics, Director of Curriculum and Instruction.
2. Schools are prohibited from reducing credit or reevaluating transcripts transferred from other schools including in-state and out-of-state accredited public and private schools and the Nevada youth training center or the Nevada girls training center (NAC 389.684).
3. If a student enters a District high school during the semester and credit has not already been awarded by the previous institution, the student should be placed in courses at the new high school which best match those the student was taking. If no match can be made, the student should be enrolled in an appropriate class such as: study hall, off campus (if minimum academic load requirement is satisfied), correspondence, District Online Courses, or other alternative program. If a course match is made, the title of the District course will supersede the course title from the previous high school.
4. Administrators, registrars, and/or counselors are strongly encouraged to call the school from which a student has transferred in order to clarify questions regarding the courses that the student has taken. If a transcript contains a course which cannot be easily equated to a course in the WCSD Master Course File, the high school administrator and/or his/her designee should request a written course description or syllabus from the sending institution. Based on that description, the closest match to a course in the WCSD Master Course File should be made. After the course number has been entered into the student's Course History File, the title of the course should be changed to reflect the actual title assigned by the sending school. It is imperative that each semester of a student's high school record shows the official name of the institution

awarding credit for that semester. All questions shall be referred to Student Accounting.

5. **NOTE:** If a student has earned math credit while enrolled in high school from a previous school at the level of algebra or above, the best match in course title should be made (see above) and that math course number should be entered into the course file with the actual course title from the sending school. If the student's math course from a previous school would have earned him/her math credit toward graduation at that school, but is not considered a course for math credit in WCSD (e.g. Pre-Algebra), the course should be entered using the generic 2000 math number and the actual course title from the sending school entered into Course History and counted as elective math credit. Appeals for Pre-Algebra as math credit can be made to Student Accounting. If the student earned elective math credit at a level lower than algebra from the sending institution, course number 2009 should be used with the actual title of the sending school entered into Course History.
6. If an incoming transcript contains courses for which fractions of credit are awarded, courses could be combined to provide the student with credit consistent with WCSD courses. Registrars must carefully determine the value of trimesters as they may be .33 credit or .50 credit per trimester. .50 credit per trimester are to be evaluated as semesters. For example, two quarter-credit (.25) PE courses could be combined to show a one-half (.5) credit for PE, or three trimester or one-third credit (.33) English courses could be combined to show one (1) English credit. If the school has assigned grades by quarter and student failed one quarter, the grades should NOT be averaged, but must be posted in quarters (one quarter "F" and the other quarter a passing letter grade). If the student failed one (.33) trimester, the other two (.33) trimesters will equal .5 credit. If the student failed two (.33) trimesters, the remaining (.33) trimester will equal .25 credit.
7. The WCSD Master Course File contains generic course titles for English (1000), Math (2000), Science (3000), Social Studies (4000), World History (4001), US History (4100), American Government (4200), PE (5000), Art/Humanities (6000), and Elective (7000). Generic Honors course numbers are also available.
8. Nevada Statutes (NRS 388.150) and Administrative Code Regulations (389.676) specifically prohibit credit for courses in religion in public schools. Students from parochial schools who transfer to a public school may not receive credit, even elective credit, for religion courses. The transcript should show the religion course with "NM" (No Mark). Additionally, no dual credit may be awarded for religion courses.
9. A course called "Civics", "We the People", or "Government" will be accepted for

government credit regardless of the grade level taken at an out of district school. In the Washoe County School District, Government is taken in the senior year. Exceptions to this rule must be approved by the Director of Curriculum and Instruction. Schools should request a course description for "Civics" to determine if the course meets the standards for American Government credit or if it would be considered an elective.

10. Foreign Exchange students must have received approval from Student Accounting. Student Accounting will evaluate the student's foreign transcript. The parent/student/host family must submit a copy of all school records and an official document from all academic institutions (equivalent to grade seven through the most recent school grade) with an English translation provided by the educational institution, including courses studied, hours attended (daily/weekly), grades received, and an explanation of the grading system. The transcript will be evaluated by Student Accounting with regard to courses taken and grades and credit earned. A maximum of seven (7) credits may be awarded per school year. The parent/student/host family will present the official evaluation to the zoned high school. If the parent/student/host family wishes to challenge the specificity of the course title interpretation made by Student Accounting personnel, it is the parent/student/host family's responsibility to provide to the high school student's Assistant Principal appropriate documentation, in English, to support the challenge. The student's Assistant Principal may re-evaluate only for purposes of selecting a course title which more closely represents the course(s) taken. Challenges regarding the grades and credit earned must be made to the Senior Director, Student Accounting.
11. Please refer to Administrative Procedure XXXX: Students Studying Abroad for information about transcript evaluation for students who have been in school out of the United States for one year or less.
12. Ninth grade students entering high school from a home school program must provide a notarized affidavit certifying proficiency in Math, Science, Social Studies, and Language Arts (see Administrative Procedure XXXX: Home School). Students entering from a home school program during or after the ninth grade should be directed to the school's registrar for transcript evaluation. For required documentation and procedures, please refer to Administrative Procedure XXXX, Home School Student Enrollment. Regardless of the number of credits accepted for transfer, in order to graduate from a District high school, the home schooled student must complete all requirements for graduation (including proficiency tests); and transfer to the high school prior to the end of the student's senior year.
13. Transcripts of students entering from an accredited private school program should be evaluated at the school site. Questions may be referred to Student

Accounting.

14. Students entering HS with HS Credit Earned in MS:
  - a. Effective July 1, 2012 for all credits except World Language and effective July 1, 2013 for World Language: No credit will be placed on a high school transcript that is earned in middle school if the high school credit was earned after the close of the 2011-2012 school year for all credits except World Language. World Language credits earned in middle school will not be posted to the high school transcript unless earned before the end of the 2012-2013 school year.
  - b. Only credits offered by the Washoe County School District in middle school for high school (Algebra I, Formal Geometry, Honors Biology, Algebra II, and World Language 1-2) will be accepted if earned prior to or during 2011-2012 or 2012-2013 for World Language.

### **DESIRED OUTCOMES**

1. This Administrative Procedure is designed to provide consistency to the evaluation of non-District transcripts and the application of the credits to District transcripts.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
2. This Administrative Procedure aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 388, System of Public Education, and specifically:
    - i. NRS 388.150, Sectarian and denominational publications and instruction; forfeiture of public school money for violation; authority to comply with federal Equal Access Act.
  - b. Chapter 389, Examinations, Courses, Standards and Graduation, and specifically:
    - i. NAC 389.676, Credit for sectarian religious courses not allowed
    - ii. NAC 389.684, Schools prohibited from reducing or reevaluating credits transferred from another school

### **REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed bi-annually, in even-numbered years.

**REVISION HISTORY**

Date	Revision	Modification
05/15/2009	1.0	Adopted as Accepted Practice
04/01/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised: converted to Administrative Procedure