



Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall describe and define protocols related to the production of transcripts.

PROCEDURE

1. All schools will use the standard procedure to print official and unofficial transcripts from Infinite Campus. Transcripts must have all of the information identified on the district template. There are no exceptions without prior approval of the Senior Director, Student Accounting.
2. Students must access the Docufide website www.docufide.com in order to receive an official school transcript. Official transcripts cost \$5.00 per transcript. Unofficial transcripts are \$3.00 per transcript.
3. It is a site decision to choose to use Docufide as the official transcript. Additionally, it is recommended that students who are in need of a transcript and cannot wait for the Docufide processing time be allowed to receive an official transcript from the school site.
4. WCSD does not provide SAT/ACT or AP scores on the transcripts. Retaking of tests for higher scores, the belief that these scores are the student's responsibility and the fact that the student has easy access to the scores are some of the reasons that test scores will not be printed on the transcript. Docufide by Parchment has been notified of this decision also. WCSD will use the scores for the purpose of data collection. If a student wants a copy of his/her test scores for a scholarship, the appropriate field may be printed and given to the student; however, the test scores must never be printed on the transcript for any reason. The test scores must also never be included in the sealed official copy of a transcript.
5. Credit for all courses taken in a semester will be recorded at the time the credit is earned. All courses in which credit could be completed prior to the end of a semester must be checked if the student withdraws from a WCSD high school prior to the end of the semester but does not re-enroll in another WCSD high school. In this case earned credit will be recorded on the student's withdrawal transcript.

DESIRED OUTCOMES

1. This Administrative Procedure is designed to provide consistency in the process of obtaining transcripts.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

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
05/12/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised
9/10/2014	4.0	Revised: converted to Administrative Procedure