

# TRANSCRIPT GUIDANCE



OKLAHOMA  
Education

All board of education members, employees, or other officials of school districts required to make reports to the State Board of Education or other agencies under the provisions of this article, and all persons lawfully charged with the duty of making records of original entry, such as teachers' registries, transportation records, and financial records, which form the basis, in whole or in part, of said reports, shall exercise the highest degree of diligence, accuracy, and good faith in making said records and reports reflect truth. (70 § 18-116)

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## TRANSCRIPT STATEMENTS:

### Assessments:

At a minimum, schools must transcript the Grade 11 Oklahoma School Testing Program (OSTP) scale score, known as the Oklahoma Performance Index (OPI), combined scores for English Language Arts (ELA) and Mathematics. The requirement in law to place the SAT/ACT score on the transcript is linked to accountability. Districts will need to transcribe an ELA and Math Score based on the OSTP scale score that will be provided by the Oklahoma State Department of Education (OSDE) and importable from the accountability system. Any additional score information is discretionary to the local district.

School districts must report on the high school transcript the highest-achieved score on the assessment(s) included in the statewide student assessment system adopted by the local district. The adopted plan will be in effect for students who start 9th grade prior to or during the 2016-2017 school year until graduation.

### Career Tech:

Any business or industry recognized endorsements must be reported on the transcript as provided by the local Career Technology Center. Course vendor identifiers (i.e. "PLTW" for Project Lead The Way) should not be placed on the transcript alongside the course title. Use approved course titles and course codes for transcript purposes.

When using participation in a full year, 3-hour career tech program for the third math requirement under the CORE Curriculum Pathway, post the career tech course with the appropriate CTE course name/code and notate on the transcript that the student has met the third math requirement via this option. Do not post the course as a math credit.

### Financial Literacy:

State on transcript: "The student has satisfactorily completed the 14 areas of instruction for Personal Financial Literacy."

## **CPR/AED:**

No specific statement needs to be printed on the transcript regarding instruction in Cardiopulmonary Resuscitation (CPR) and the use of an Automated External Defibrillator (AED). Verification that a district is providing the required CPR instruction to its high school students will be an element of the annual accreditation compliance report beginning with the 2015-2016 school year. Districts should retain all relevant documentation to confirm their compliance with the law, including: the CPR certifications of any instructors used in the program; an implementation plan; and copies of all opt-out forms signed by parents/guardians.

## **ICAP:**

Verification that a district is following the required ICAP for its high school students may be an element of the annual accreditation compliance report beginning with the 2019-2020 school year. Districts should retain all relevant documentation to confirm their compliance with the law, including, but not limited to: career interest inventories, service learning and/or work environment activities, an implementation plan, and copies of graduation checklists.

State on transcript: “The student has satisfactorily met the graduation requirement of completing an Individual Career and Academic Plan (ICAP). (70 O.S. § 1210.508-4)”.

## **Recognitions:**

Beginning with the 2020-2021 high school graduating class, a school district may implement graduation recognitions for students who have met the curricular requirements set forth in Section 11-103.6d of Title 70 of the Oklahoma Statutes and who have participated in an approved program of study leading to a recognized career and/or postsecondary education pathway. A graduation recognition awarded pursuant to this section may be indicated upon the diploma and high school transcript of those students who qualify for such status. For the purposes of this section “approved programs of study” shall mean those programs of study identified by the local school district that shall include an identified sequence of courses leading to career entry and/or postsecondary education. Approved course sequences shall include at least six (6) credits within a career pathway and shall include advanced placement courses, career and technical science, technology, engineering and mathematics (STEM) courses, concurrent enrollment college courses or a combination of such courses that best prepare students for work or further study in a career pathway of their choice.

## **CONCURRENT ENROLLMENT:**

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education course that is correlated with the academic credit awarded by the institution of higher education. Academic credit shall only be added to a transcript as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district. (70 § 628.13)

Local districts are responsible for determining which high school course the concurrently enrolled course will replace and if the higher education course covers a full or half year set of competencies/units. Local districts are responsible for creating a policy to determine how grades are included in grade point average (GPA).

The student transcript should reflect the high school course, core or elective, the concurrently enrolled course is replacing. The instructional code within the student information system should be coded “college level” and the subject code should be the same as the most equivalent high school course subject code. Do not use AP course codes for concurrently enrolled courses. It is recommended that the local district distinguishes the course as a college course and indicates from which institution the college credit was earned.

## **ONLINE CLASSES:**

When a student earns high school credit through online course(s), it is recommended the local district should distinguish the course as online. Do not use vendor names in the course title; simply indicate “online”, “OL”, or other identifying label.

NCAA has specific eligibility requirements. For more information, please refer to the NCAA Eligibility Guide for High School Counselors which can be found at <http://www.ncaapublications.com/productdownloads/COUNSELORS18.pdf>.

## **RECORDS:**

Transcripts should be maintained for no less than 80 years. Information pertaining to grades, OSTP scores, college admission tests, rank in class of graduating seniors, and other pertinent information shall be recorded on the transcript. (210:35-3-47) Health and immunization records should be kept separately.

The permanent record of the student shall be current and filed in the superintendent’s or principal’s office. Standardized test results, student’s school activities, attendance and citizenship dates may be included as a part of the permanent records. Proper safeguards shall be taken with these records to protect the confidentiality of individuals and the human rights of all students.

Permanent records of staff and student should be retained in the school. *The duplicate of said records shall be filed in a building separate and apart from the building where the original copy is filed or shall be filed in a fireproof vault for the purpose of protecting permanent records.* (70 § 24-114)

Principals shall furnish transcripts and immunization records of students within three business days when requested to do so by school officials. (70 § 24-101.4)

## **STUDENT ENTERING FROM A NON ACCREDITED SCHOOL:**

Students entering an accredited school from a school not accredited by the State Board of Education or Oklahoma Private School Accreditation Commission (OPSAC), or have previously been homeschooled shall be tested for placement. All student placement assessments shall be adopted, approved and administered by the receiving accredited schools, and the results shall be kept on file for one year. (210:35-25-2)

Example: A student enrolls in our district from being homeschooled. The student must be tested for placement. Grade placement and/or credits awarded are a local decision based on the assessments results. Visit <https://sde.ok.gov/home-school> for more Home School resources. Visit <http://okrules.elaws.us/oac/210:35-27-2> for proficiency based testing rules.

Student transferring from Department of Defense (DOD) schools are regulated under different policies. Please visit <http://www.mic3.net/> for more information and/or contact the Counseling Office at OSDE (405) 521-3549.

## **PRIVATE SCHOOL RESOURCES:**

Private Schools Accredited by OSDE:

Cascia Hall, Tulsa  
Job Corp, Tulsa & Guthrie  
Jones Academy, Hartshorne  
Lakeside Reformatory, Granite  
Metro Christian Academy, Tulsa  
Monte Casino, Tulsa  
Oklahoma School for Deaf, Sulphur  
Parkview School for Blind, Muskogee  
Riverside Indian School, Anadarko  
St. Paul Lutheran School, Enid  
Sequoyah High School, Tahlequah  
Southern Nazarene University Lab, Bethany  
Town & Country School, Tulsa  
Victory Christian School, Tulsa

The OSDE also recognizes schools that are accredited through OPSAC. For an extensive list of accredited private schools, please visit [opsac.org/member-schools.html](https://opsac.org/member-schools.html). For a list of private schools for students that transfer from out of state, please visit that particular state's private school accreditation commission.