

IKA- E

Transcript and Grade Recording for Official Records

Given the critical nature of accurate student records, required to reflect student skill sets, post-secondary preparation, and attainment of both district and state requirements for graduation, it is imperative that checks and balances be applied to the development and maintenance of said records.

Miami-Yoder School District JT-60 transcribes to the edict that a grade received is a grade earned and the determining factor in the receipt of the grade is how well a student performed the recorded tasks associated with the requirements established for the course, in the course description guide, and as part of the syllabus shared with students/parents at the beginning of the course. No administrative official or district staff member has the right to alter a grade, a course title, a course description, or substitute a course requirement with an alternative course, without the expressed written consent of the teacher, the student, the student's parents, and the high school principal. All signatures must be acquired to make a change of a transcript and a written record maintained of the change for future review or research.

Only trained, licensed employees of the district shall have the authority and the responsibility for recording of grades. Administrators and guidance counselors may authorize classified staff members to assist with the process of entering data into the district's grading software system, but the classified member shall have no authority to alter or transform the data after entering. Data entered must be checked and certified as accurate by the guidance counselor and the school administrator charged with overseeing transcripts and grade reporting.

In the case of transfer students, the guidance counselor shall request records from the previous school(s). The guidance counselor, in collaboration with the building principal, will make a determination of which transfer credits meet the district and the states requirements for graduation. The guidance counselor and the principal shall notify the student and student's parents/guardians of accepted credits, placement of credits to meet district and state requirements, and potential needs to meet the district's and state's graduation requirements. The guidance counselor shall develop a graduation plan and career plan for the incoming student, in collaboration with the student and the student's parents/guardians.

A transcript shall be official, if and only, when the copy is stamped with the high school seal and it carries the official signature of the guidance counselor or the high school principal. Unlicensed, classified employees shall not create, sign, or provide official or unofficial transcripts to schools, individuals, the military or post-secondary training institutions to include colleges, universities, or trade schools.

Official transcripts shall only be issued to requesting organizations through mail transmittal. Official transcripts cease to be "official" when hand carried by a student or parent/guardian or delivered to the student or student's parents/guardians.

Application forms to request official transcripts are located in the school office and in the guidance office. Applications need to be filled out completely and signed by students over the age of 18 or by parents/guardians of students under the age of 18. No transcript will be issued with an application form on file, without a requesting signature.

All transcript requests for the months of June, July, and August should be submitted to the Guidance Counselor's office by June 1 of each calendar year to assure prompt service.

ADOPTED: April 8, 2010