An official transcript is created and maintained for all students who attend East High School. To ensure that the transcript conveys a full and accurate picture of a student’s academic record and accomplishments, and that it can be accurately interpreted and understood by diverse external audiences, the following guidelines apply to all official transcripts issued by East High School:

A. The names of courses, content areas, and other relevant information will be presented in full, not abbreviated.

B. All learning experiences—whether they are classroom-based courses or approved learning-pathway options, such as internships, dual-enrollment courses, or independent studies—will be clearly recorded by title and category type.

C. The student’s grade level when the course or learning experience was completed, and its duration (e.g., semester, year, or summer session), will be recorded.

D. Summary grades and/or proficiency levels for specific courses and learning experiences will be recorded.

E. The student’s cumulative proficiency-based Grade Point Average will be recorded alongside any Latin honors attained.

F. The transcript will include a summary of proficiency levels achieved on East High School's cross-curricular and content-area graduation standards.

G. Additional academic and co-curricular accomplishments may be recorded, as appropriate, including test scores, significant awards and honors, or the title of the student’s capstone project.

H. The transcript and/or the school profile will include a summary explanation of the school’s grading system and graduation requirements.

I. Selected student information will be recorded, including the student’s full name, dates of enrollment, date of graduation, and other relevant, non-private information.

J. Contact information for the school, principal, guidance counselor, and/or student advisor will be recorded.

Legal References-Maine Example
See state specific statutory language.

Cross References
IKA: Grading and Reporting System
IKD: Academic Recognition
IKF: Graduation Requirements

Approved: 00/00/0000

The Great Schools Partnership encourages state agencies, nonprofit organizations, districts, and schools to use or adapt our policies for noncommercial purposes in the public interest.

GSP Policy Exemplars are the products of examining, excerpting, and rewriting local district policies from public school districts nationwide and are presented here as a starting point for consideration, review, editing, and adoption.