

## Central School District Transcripts

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

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