Proposed Revisions to Chapter 160. Regulations Governing Secondary School Transcripts

**8VAC20-160-10. Definitions.**

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

~~"Accelerated course" means a course that can be completed in less than the normal amount of time; the process of progressing through the school grades at a rate faster than that of the average student, either by skipping grades or by rapidly mastering the work of one course and moving on to the next higher course.~~

"Advanced-level courses/programs" means those academic, career/technical, fine and performing arts, or interdisciplinary high school courses/programs that enable students to acquire and master advanced knowledge. ~~Such courses may be suitable for weighted credit in order to encourage students to take these courses and to be rewarded for the extra endeavor and academic performance these courses/programs require.~~

"Advanced Placement (AP) course" means an advanced-level course with a syllabus ~~equivalent to the relevant Advanced Placement syllabus disseminated~~ *approved* by the College Board.

"Assessment component" means any of the means by which one obtains information on the progress of the learner and the effectiveness of instruction; quantitative data, objective measures, subjective impressions, tests, and observations may all serve as instruments for deciding whether instructional objectives have been attained.

"Certificate of Program Completion award date" means the date when a Certificate of Program Completion is awarded. A Certificate of Program Completion is not ~~to be included as~~ a diploma ~~option~~*, as provided in 8VAC20-131-50 and 51*.

~~"Commonwealth College Course Collaborative (CCCC)" means a set of approved courses taken in high school that fully transfer as core requirements and degree credits at Virginia colleges and universities.~~

~~"Commonwealth Scholar" means a student who completes all of the requirements for at least a Standard Diploma and additional prescribed rigorous coursework in foreign language, history, mathematics, science, and other approved discipline areas consistent with the United States Department of Education's State Scholars Initiative.~~

~~"Credit" means a standard or a verified credit as specified in Regulations Establishing Standards for Accrediting Public Schools in Virginia (8VAC20-131).~~

"Credit summary" means the number of courses successfully completed in each discipline ~~as required for graduation~~.

~~"Curriculum" means an official guide prepared for use by administrators, supervisors, and teachers of a particular school or school system as an aid to teaching in a given subject or area of study for a given grade; includes the goals and objectives of the course, the expected outcomes, assessment component, and the scope and nature of the materials to be studied.~~

*“Curricular program” means the overarching academic and/or special programs available at an individual school or within a school division. Examples include, but are not limited to, Advanced Placement, International Baccalaureate, Dual Enrollment, Career and Technical Education (CTE) academy or magnet programs, or early college.*

"Dual enrollment course" means a course*, which may be advanced-level,* that carries both high school and college credit.

"Early College Scholar" means a student who signs the Early College Scholars agreement and completes the requirements of the program, which includes a prescribed number of potentially transferable college credits, maintaining a "B" average or better, and earning an Advanced Studies diploma.

"Grade point average" means a measure of average scholastic success in all high school credit-bearing courses taken by a student during a certain term or semester, or accumulated for several terms or semesters; obtained by dividing grade points by number of courses taken.

"Graduation date" means the date when diploma requirements have been met and a diploma is awarded.

"Honors course" means ~~a~~ *an advanced-level* course *providing students an opportunity to deepen their knowledge and understanding in a specific content area through additional rigor and course extensions beyond minimum state standards.* ~~offered to academically advanced students to provide opportunities to study and learn with other advanced students and to accelerate their learning in a specific content area. These courses are designed to be more challenging by covering additional topics or some topics in greater depth.~~

"Industry certification credential" means a career and technical education credential that is earned by successfully completing a Board of Education-approved industry certification examination, a state-issued professional license, or an occupational competency examination.

"International Baccalaureate (IB) course" means an advanced-level course with a syllabus approved by the International Baccalaureate Organization (IBO) and meeting the criteria offered through the IBO program.

"Secondary course" means a high school-level course of study that awards high school credit~~s~~. ~~In addition to providing content and knowledge, secondary courses encourage students to develop higher level thinking skills such as problem solving, critical analyses and syntheses of ideas. Students are encouraged to understand, appreciate, and formulate ideas related to scientific, technical and social concepts.~~

"Secondary school profile data" means information given in a summary format of a particular secondary school~~, such as location; description; achievement data; definition of curriculum; grading scale, grade distribution; weighted grades; rank in class, if a ranking procedure is used; graduation requirements; and an explanation of advanced-level, accelerated, and honors courses, industry certifications, and other specialized programs~~.

"Secondary school transcript" means an official list of secondary courses taken by a student, except those purged from a middle school record in accordance with 8VAC20-131, Regulations Establishing Standards for Accrediting Public Schools in Virginia, showing the final grade received for each course, with definitions of the various grades given.

*“Standard unit of credit” or “standard credit” means credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course. Local school boards may develop alternatives to the requirement for 140 clock hours of instruction as provided for in 8VAC20-131-110.*

*“Verified unit of credit” or “verified credit” means credit awarded for a course in which a student earns a standard unit of credit and achieves a passing score on a corresponding end-of-course Standards of Learning (SOL) test or other test as approved by the Virginia Department of Education. Students may also meet the criteria for the receipt of a locally awarded verified credit conferred in accordance with 8VAC20-131-110.*

"Weighted course" means an advanced-level course in which credit is increased as determined by local school board policies and defined on the school profile.

**Statutory Authority**

§ 22.1-16 of the Code of Virginia.

**Historical Notes**

Derived from VR270-01-0015 § 1.1, eff. May 25, 1988; amended, Virginia Register Volume 18, Issue 5, eff. December 19, 2001; Volume 23, Issue 23, eff. August 27, 2007.

**8VAC20-160-20. Effective date.**

The secondary school transcript regulations shall become effective for students who take secondary courses for credit beginning in ~~2008-2009~~ *2020-2021*.

Statutory Authority

§ 22.1-16 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0015 § 2.1, eff. May 25, 1988; amended, Virginia Register Volume 23, Issue 23, eff. August 27, 2007.

**8VAC20-160-30. Format options.**

Localities have options for the secondary school transcript format. They may use the Department of Education model or develop their own following board regulations. Localities ~~may also~~ *are encouraged to* use a digital data exchange format *(XML is preferred)* for electronic transcript transmission *whenever possible*. The accreditation status of a high school shall not be included on the student transcript provided to colleges, universities, or employers.

The required information is as follows:

1. Name of school division;

2. Student legal name;

3. State Testing Identifier (STI);

4. Birthdate;

~~5. Gender;~~

~~6~~*5*. ~~Home~~ *Primary* address;

~~7~~*6*. ~~Home telephone~~ *Primary phone* number;

~~8~~*7*. Graduation date;

~~9~~*8*. Type of diploma~~, to include~~ *from the following:* "Advanced Studies," "Standard," or "Other Diplomas Authorized by the Board of Education;"

~~10~~*9*. Type of industry certification credential and date of completion, if applicable;

1~~1~~*0*. Certificate *awarded, either the High School Equivalency (GED)* or Certificate of Program Completion and award date, if *no diploma has been awarded* ~~applicable~~;

*11. Completion of training in First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED);*

12. Notation of Early College Scholar Designation;

~~13. Notation of Commonwealth Scholar Designation;~~

1~~4~~*3*. Name~~, address, email address, and telephone number~~ of *each* school~~s~~ ~~student attended each year~~ *at the time at which high school credits were awarded, address of school, and telephone number*;

1~~5~~*4*. Number of days absent within *any* given school year *in which the student is taking courses for high school credit*;

1~~6~~*5*. *All high school credit bearing c*~~C~~ourse work listed by year with grades *to include all repeated courses except those purged from a middle school record in accordance with 8VAC20-131, Regulations Establishing Standards for Accrediting Public Schools in Virginia*;

1~~7~~*6*. Total credits earned by year;

1~~8~~*7*. A list of verified credits earned, including any credits earned by substitution;

~~19~~*8*. *Standard and verified c*~~C~~redits to date;

~~20~~*19*. Grade point average;

2~~1~~*0*. *Overall standard c*~~C~~redit summary for entire school experience;

2~~2~~*1*. Key to symbols and abbreviations used to denote ~~accelerated courses~~, advanced-level courses, ~~Commonwealth College Course Collaborative courses, honors courses, and~~ summer school courses, or credits earned by substitution;

2~~3~~*2*. Notification of whether school/program ranks students; if so, the rank in class with given number of semesters used for computation;

2~~4~~*3*. Final driver education grade;

2~~5~~*4*. ~~Test record, to include at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores, except that each~~ l *A* local school board ~~shall~~ *may* adopt a policy setting forth ~~the~~ *a* procedure by which parents, guardians, or others having legal control or charge can elect in writing to have their child's *standardized* test ~~record~~ *scores, such as SAT and ACT, included* ~~excluded from~~ on the student transcript (opt *in* ~~out~~);

2~~6~~*5*. Signature and title of school official *or transmission through a secure and verified electronic method*;

2~~7~~*6*. Date of school official signature *or transmission through a secure and verified electronic method*;

2~~8~~*7*. School name;

2~~9~~*8*. School address;

~~30~~*29*. Telephone number of school;

3~~1~~*0*. Fax number of school;

3~~2~~*1*. The school's Department of Education *College Entrance Examination Board (CEEB)* 7-digit code number.

Statutory Authority

§§ 22.1-16 and 22.1-253.13:3 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0015 § 2.2, eff. May 25, 1988; amended, Virginia Register Volume 18, Issue 5, eff. December 19, 2001; Volume 23, Issue 23, eff. August 27, 2007; Volume 33, Issue 4, eff. December 1, 2016.

**8VAC20-160-40. Profile data sheet.**

A secondary school profile data sheet, for each school reflected on the transcript, if applicable, shall be attached to each student transcript sent to colleges, universities, and prospective employers. Schools may furnish additional information. The accreditation status of a high school shall not be included on the school profile data sheet. No standard format is required. The profile data sheet must contain the following information:

1. Name of school counseling director or school counselor;

2. Name, address, and telephone number of school;

3. Description - school/community;

4. Achievement data to include SAT and/or ACT scores using the most recent data available in comparison with Virginia and the nation;

5. Description of ~~curriculum~~ *curricular program*;

6. Grading scale;

~~7. Grade distribution;~~

~~8~~*7*. Explanation of advanced-level~~, accelerated, and honors~~ courses;

~~9~~*8*. Weighted grades, explanation of weighting courses and the computation*, if applicable*;

~~10~~*9*. Explanation of rank in class, if applicable:

a. List courses excluded from computation;

b. Explanation of computation of pass/fail courses;

c. Student groups included/excluded from ranking in class;

1~~1~~*0*. Graduation requirements.

Statutory Authority

§ 22.1-16 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0015 § 2.3, eff. May 25, 1988; amended, Virginia Register Volume 18, Issue 5, eff. December 19, 2001; Volume 23, Issue 23, eff. August 27, 2007.

**8VAC20-160-50. Weight of advanced-level courses.**

Advanced*-level* ~~Placement (AP) and International Baccalaureate (IB)~~ courses ~~shall~~ *may* be weighted. Local school boards shall determine which other courses/programs are to receive weighted credits, the amount of weight such courses shall receive, and how those weighted credits will be used in the determination of grade point averages in the school or school division. *Local school boards shall consider equitable access to advanced-level courses when determining weighting.*

Statutory Authority

§ 22.1-16 of the Code of Virginia.

Historical Notes

Derived from VR270-01-0015 § 2.4, eff. May 25, 1988; amended, Virginia Register Volume 23, Issue 23, eff. August 27, 2007.

**8VAC20-160-60. Elements for weighting.**

If the course is to be weighted, it must have the following elements:

1. Specified curriculum approved by local board or outside agency meeting criteria of program and/or organization;

2. Standards that exceed normal course requirements; and

3. Defined assessment component.