

Washington State

School year 2019-20 Special Edition for
Changes Related to COVID-19
Standardized
High School Transcript

Developer / User Guide

Special Edition **7.3**

Created **August** 2020



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Public Instruction

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<https://www.k12.wa.us/student-success/graduation/high-school-transcripts>

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Introduction

Washington State public high schools that serve students who are attempting high school credit are required to use the Washington State Standardized High School Transcript ([RCW 28A.230.125](#)). This special edition of the transcript user guide provides the specifications for the standardized transcript for students who were enrolled in Spring of 2020 and affected by the Novel Coronavirus (COVID-19) pandemic and the subsequent school facility closures. This guide is only intended for public schools that fall under the supervision of The Office of Superintendent of Public Instruction. Home schools and private schools are not required to follow the same transcript regulations.

This special edition only includes changes to student transcripts due to the gubernatorial declaration of emergency on February 29, 2020 and the proclamation of statewide school closures on March 13, 2020, which resulted in statewide school closures on March 17th. The changes contained in this special edition need to be considered in conjunction with other applicable [Transcript User Guides](#).

Following the statewide school closures, the Washington State Board of Education (SBE) and Office of Superintendent of Public Instruction (OSPI) both passed emergency rules that necessitated changes to the student transcript.

Table 1: Overview of emergency rules and requirements for transcripts

Source	SBE COVID 19 Waiver Emergency Rules	OSPI Emergency Rules, Grading Guidance and FAQ
<p>Summary of Emergency Rules & Guidance</p>	<p>Excerpt from WAC 180-111-040 (5) Each local education agency shall maintain a record of courses and requirements waived as part of the individual student record and shall report to the state board of education in a manner determined by the state board of education.</p> <p>Requirement by higher education to have a notation added to courses on students’ transcripts that are waived due to the COVID 19 pandemic.</p> <p>State Board of Education Emergency Rules –</p> <p>https://www.sbe.wa.gov/sites/default/files/public/meetings/Apr2020/Exhibit%20A%20Emergency%20Rules.pdf</p>	<p>From the grading guidance - (P.6) – Must use a locally determined letter grade or numerical standards-based (1-4) grading system, which will not include “F”. ...Districts may determine the letter grades or numerical decision (e.g., A, B, C, Incomplete).</p> <p>(p. 12) – “All transcripts for a grading term, semester, quarter or trimester that included closure days in the 2019-20 school year due to the COVID-19 emergency will have a COVID-19 designation.”</p> <p>OSPI Emergency Rules –</p> <p>https://www.k12.wa.us/sites/default/files/public/profpractices/adminresources/rulesprocess/OTS22712.pdf</p> <p>OSPI Grading Guidance and FAQs</p> <p>https://www.k12.wa.us/sites/default/files/public/communications/OSPI%20Student%20Learning%20and%20Grading%20Guidance%204-21-2020.pdf</p>

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Source	SBE COVID 19 Waiver Emergency Rules	OSPI Emergency Rules, Grading Guidance and FAQ https://www.k12.wa.us/sites/default/files/public/communications/Student%20Learning%20and%20Grading%20Guidance%20FAQ%20OSPI%20April%202020.pdf
Description of New transcript requirements	<p>Who does this apply to? Only applies to students in the class of 2020 and earlier who are graduating in 2020 and for courses that they were enrolled in, or planned to complete per WAC 180-111-040(2), during the COVID-19 pandemic school closures, period of 2/29/2020 – 8/31/2020.</p> <p>What is it? A course-level indicator on the transcript to identify which graduation course requirements <u>were waived</u> by the district <u>for the student</u>. The waiver is specific to the student and the course. The waiver is used to waive the total credits attempted. The waiver cannot be used to waive partial credits. A LEA should continue use of its' partial credit policy, per OSPI guidance.</p> <p>Why is this needed? This course level-level indicator on the student transcript is meant to indicate to transcript reviewers that high school graduation credit requirements were waived because of the COVID-19 Pandemic.</p>	<p>Who does this apply to? Applies to all students in grades 9-12 and students in earlier grades who are attempting high school rigor courses from the period of 3/17/2020 to the end of the school year.</p> <p>What is it?</p> <p>(1) A notation on the students' transcript that communicates which term(s) were impacted by the COVID 19 pandemic school facility closures beginning on March 17. This is not a course waiver and it is not specific to a group of students. It is meant for all students who were enrolled in high school rigor courses at the time of the COVID-19 Pandemic.</p> <p>Why is it needed? It is meant to remind reviewers of transcripts that the identified time period and associated courses were impacted by the COVID-19 pandemic school facility closures.</p> <p>(2) Grade value of "I" to indicate an Incomplete. Per OSPI grading FAQ a student must make every effort to resolve the Incomplete prior to graduation, but if it is not resolved it cannot be removed from the transcript.</p>

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Conventions of this guide:

Items found in parentheses () are implied information. Explicit headings or descriptors for the data element that is enclosed in parentheses are thought to be unnecessary.

In formatting, the use of ellipsis in describing a data element's format indicates that the data type is of variable length from 1 to the maximum length of field.

For example:

X... would be the format for SCHOOL NAME where the school's name could be of one or more characters.

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Figure 1 - Snapshot of High School Transcript for Students (examples of changes)

STUDENT INFORMATION		WASHINGTON STATE HIGH SCHOOL TRANSCRIPT		SCHOOL OF RECORD	
LEGAL NAME (LAST, FIRST MIDDLE) (and other/Other names used) CURTIS, MARTHA PARKE		REPORT DATE 06/15/2020	GRADUATION DATE	SCHOOL NAME, ADDRESS, PHONE NUMBER EVERETT HS 2416 COLBY AVE EVERETT, WA 98207 425-339-4400	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/	Grade Point Table A -4.0 A- -3.7 B+ -3.3 B -3.0 B- -2.7 C+ -2.3 C -2.0 C- -1.7 D+ -1.3 D -1.0 E or F -0.0	NOT USED IN G.P.A. P/U Pass/No Pass CR/NC Credit/No Credit S/U Satisfactory/Unsatisfactory W Withdraw V Waiver I Incomplete	SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT	
PARENT (S) / GUARDIAN (S) WASHINGTON, GEORGE WASHINGTON, MARTHA		SSID: 9876 543 210		GRADUATION REQUIREMENTS YEAR: 2020	
*** SCHOOLS ATTENDED ***					
Entry	Exit	School	City, State		
09/2016	06/2018	THOMAS JEFFERSON HS	AUBURN, WA		
09/2018	10/2019	THOMAS ALVA EDISON HS	ALEXANDER, VA		
11/2019		EVERETT HS	EVERETT, WA		
***** COURSE DESIGNATION KEY *****					
A = Advanced Placement I = Intl Baccalaureate Q = Quantitative Z Non-Instructional					
B = CADR K = Cambridge Program R = Running Start					
C = College in the HS L = Local Comp Test S = Science Lab					
H = Honors Option N = National Comp Test T = CTE Dual Credit (Tech Prep)					
***** ACADEMIC RECORD *****					
State Crs Code	Dist Course Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg
01001	ENG900 9 ENGLISH	A	0.50	0.50	B
10001	BUS610 TECH LITERACY	A	0.50	0.50	
03001	SCN161 EARTH/PHYSICAL SCI	D	0.00	0.00	B
08009	PED121 WT TRAIN 1	A	0.50	0.50	
06101	SPN100 SPANISH 1	B+	0.50	0.50	B
02052	MAT100 ALEGBRA	B	0.50	0.50	B
MO/YR: 01/2017 GRD LEV: 09					
01001	ENG130 9 ENGLISH	A	0.50	0.50	B
04111	HISPNW PACIFIC NW HISTORY	A	0.50	0.50	
03001	SCN161 EARTH/PHYSICAL SCI	F	0.00	0.00	B
08009	PED121 WT TRAIN 1	A	0.50	0.50	
06101	SPN100 SPANISH 1	A-	0.50	0.50	B
02052	MAT100 ALEGBRA	B+	0.50	0.50	B
MO/YR: 06/2017 GRD LEV: 09					
01001	ENG130 9 ENGLISH	A	0.50	0.50	B
04111	HISPNW PACIFIC NW HISTORY	A	0.50	0.50	
03001	SCN161 EARTH/PHYSICAL SCI	F	0.00	0.00	B
08009	PED121 WT TRAIN 1	A	0.50	0.50	
06101	SPN100 SPANISH 1	A-	0.50	0.50	B
02052	MAT100 ALEGBRA	B+	0.50	0.50	B
MO/YR: 01/2018 GRD LEV: 10					
08009	PED221 WT TRAIN 2	A	0.50	0.50	
06102	SPN200 SPANISH 2	A-	0.50	0.50	B
03051	BIO200 BIOLOGY	B-	0.50	0.50	B
01002	ENG231 10 ENGLISH ADV	A-	0.50	0.50	HB
05110	MUS555 CONCERT CHOIR	A	0.50	0.50	B
02072	MAT200 GEOMETRY	A	0.50	0.50	B
MO/YR: 06/2018 GRD LEV: 10					
08009	PED221 WT TRAIN 2	A	0.50	0.50	
06102	SPN200 SPANISH 2	B+	0.50	0.50	B
03051	BIO200 BIOLOGY	B	0.50	0.50	BS
01002	ENG231 10 ENGLISH ADV	A	0.50	0.50	HB
05110	MUS555 CONCERT CHOIR	A	0.50	0.50	B
02072	MAT200 GEOMETRY	A	0.50	0.50	B
MO/YR: 01/2019 GRD LEV: 11					
05167	TTT380 PHOTOGRAPHY	A	0.50	0.50	
04104	HST444 US HISTORY AP	B	0.50	0.50	A
05110	CHR200 CHOIR	A	0.50	0.50	
04003	HST332 GEOGRAPHY IB	B-	0.50	0.50	I
03001	ESC112 EARTH SCIENCE	A-	0.50	0.50	
MO/YR: 06/2019 GRD LEV: 11					
11054	TTT280 PHOTO IMAGING	A	0.50	0.50	
04104	HST444 US HISTORY AP	B	0.50	0.50	A
05110	CHR200 CHOIR	A	0.50	0.50	
04003	HST332 GEOGRAPHY IB	B-	0.50	0.50	I
03001	ESC112 EARTH SCIENCE	B+	0.50	0.50	
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****					
	Grd	Cred	Cred	GPA	GPA
	Lev	Mo/Yr	Earn	Attp	Earn
	09	01/2017	2.50	2.50	2.50
	09	06/2017	2.50	2.50	2.50
	10	01/2018	3.00	3.00	3.00
	10	06/2018	3.00	3.00	3.00
	11	01/2019	2.50	2.50	2.50
	11	06/2019	2.50	2.50	2.50
	12	01/2020	0.00	0.00	0.00
	12	06/2020	2.50	2.50	2.00
	Cumulative:		19.00	19.00	18.50
***** ADDITIONAL STATE REQUIREMENTS *****					
HIGH SCHOOL & BEYOND PLAN MET					
WASHINGTON STATE HISTORY MET					
***** WA STATE SEAL OF BILITERACY EARNED - SPANISH					
***** WA STATE HIGHER ED PLACEMENT AGREEMENT ELA/MATH					
***** ADDITIONAL DISTRICT REQUIREMENTS *****					
TECHNOLOGY COMPETENCY MET					
COMMUNITY SERVICE WAIVED					
***** END OF TRANSCRIPT RECORD *****					
* Indicates all courses listed under this Mo/Yr included school facility closure days due to COVID-19 pandemic emergency					
For information about the State of Washington High School Transcript please visit the OSPI website at www.k12.wa.us/transcripts .		YOUR LOGO HERE	AUTHORIZED SIGNATURE		PAGE 01 of 01
				TITLE	DATE

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2.1 Header

The header section of the Washington State Standardized High School Transcript is comprised of STUDENT INFORMATION, SCHOOL OF RECORD information and administrative information.

STUDENT INFORMATION	WASHINGTON STATE HIGH SCHOOL TRANSCRIPT	SCHOOL OF RECORD
LEGAL NAME (LAST, FIRST MIDDLE) [and other/former names used] CURTIS, MARTHA PARKE	REPORT DATE 06/15/2020	GRADUATION DATE
	Grade Point Table	NOT USED IN G.P.A.
	A =4.0	P/S Pass/No Pass
	A- =3.7	CR/NC Credit/No Credit
	B+ =3.3	S/D Satisfactory/Unsatisfactory
	B =3.0	W Withdraw
	B- =2.7	Y Waiver
	C+ =2.3	I Incomplete
	C =2.0	
	C- =1.7	
	D+ =1.3	
	D =1.0	
	F or F =0.0	
DISTRICT IDENTIFICATION NUMBER 123456	BIRTHDATE 09/29/	SCHOOL NAME, ADDRESS, PHONE NUMBER EVERETT HS 2416 COLBY AVE EVERETT, WA 98207 425-339-4400
PARENT(S)/GUARDIAN(S) WASHINGTON, GEORGE WASHINGTON, MARTHA	SSID: 9876 543 210	SCHOOL DISTRICT NAME EVERETT SCHOOL DISTRICT
	GRADUATION REQUIREMENTS YEAR: 2020	

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2.2.3 ACADEMIC RECORD

```
***** ACADEMIC RECORD
State  Dist
Crs    Coures
Code   Code
Description
Ltr    Cred  Cred
Grd    Earn  Attp  Course
MO/YR: 06/2020*  GRD  LEV  12
01001  ENGLIT  ENGLISH LIT      A    0.50  0.50  B
10001  BUS610  TECH LITERACY    A    0.50  0.50
03001  SCN161  EARTH/PHYSICAL SCI  I    0.00  0.50  B
08009  PED121  WT TRAIN 1      V    0.00  0.50
24052  SPN100  SPANISH 1      B+   0.50  0.50  B
02052  MAT100  ALGEBRA        B    0.50  0.50  B
```

Fig. 2.2.3

Data Type: Character **Length:** approx. 105 **Number of Lines:** 1

Format: *...* X...X *...*

Description: The student's academic history for all high school level courses attempted or waived as allowed under the State Board of Education COVID-19 emergency waiver ruling and as provided in [WAC 180-111-010](#). This includes students in the class of 2020 and earlier who are graduating in 2020 and for courses that they were enrolled in, or planned to complete during the COVID-19 pandemic school closures, period of 2/29/2020 – 8/31/2020.

Courses from which students have withdrawn must be reported as well as completed courses.

Business Rules: This sub-section is grouped by reporting period, oldest reporting period first, where reporting period is reported as the last month and year of the reporting period. For example, if a school is using semesters for their reporting period there would be two groups of records per year for the regular school year (this would not include a summer school reporting period). Each group would have an associated month and year for each semester with the grade level the student was assigned at the time of the reporting period. Each group would be followed by the course information pertinent to that group's records.

Students granted a waiver for a course must have the course identified in their academic history with a grade of 'V'.

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2.2.3.4 Ltr Grd

***** ACADEMIC RECORD

State Crs Code	Dist Courses Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg
		MO/YR: 06/2020*	GRD	LEV	12	
01001	ENGLIT	ENGLISH LIT	A	0.50	0.50	B
10001	BUS610	TECH LITERACY	A	0.50	0.50	
03001	SCN161	EARTH/PHYSICAL SCI	I	0.00	0.50	B
08009	PED121	WT TRAIN 1	V	0.00	0.50	
24052	SPN100	SPANISH 1	B+	0.50	0.50	B
02052	MAT100	ALGEBRA	B	0.50	0.50	B

Fig. 2.2.3.4

Data Type: Character **Length:** 2 **Number of Lines:** 1

Format: X± or XX

Description: The letter grade for the course in which credit was attempted.

Business Rules:

Allowable Values:

- A
- A-
- B+
- B
- B-
- C+
- C
- C-
- D+
- D
- E
- F (not allowed)
- P (Pass)
- N (No Pass)
- CR (Credit)
- NC (No Credit)
- S (Satisfactory)
- U (Unsatisfactory)
- W (Withdraw)
- I (Incomplete)
- V (Waived COVID-19)

F – Per [OSPI emergency rules](#) (WAC 392-901-030), Local educational agencies shall not award a numerical or nonnumerical fail or "F" grade to a student in any course completed after March 17, 2020. A grade of "F" is not allowed for any course completed after March 17, 2020.

I - Incomplete

Applies to all students in grades 9-12 and students in earlier grades who are attempting high school rigor courses from the period of 3/17/2020 to the end of the school year (8/31/2020). The grade value of "I" cannot be used for courses that meet graduation requirements for students graduating this spring. Instead, for students in the class of 2020 or earlier who are graduating spring 2020, a district would want to determine

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whether the students meet the [requirements for the SBE waiver](#) which would use a letter grade of “V”. Per [OSPI grading FAQ](#) a student must make every effort to resolve the Incomplete prior to graduation, but if it is not resolved it cannot be removed from the transcript.

V – Waived COVID 19

This can only be used for students in the class of 2020 or earlier who are graduating in 2020 and for courses that they were enrolled in, or planned to complete per WAC 180-111-040(2), during the COVID-19 pandemic school closures, period of 2/29/2020 – 8/31/2020. New grade value “V” to indicate no grade earned and no credits earned because “course credit requirement waived under the State Board of Education [COVID-19 waiver program](#).” The waiver is used to waive the total credits attempted by a student for a specific course. The waiver cannot be used to waive partial credits. A LEA should continue use of its’ partial credit policy, per [OSPI guidance](#).

Notes: Please see [WAC 392-415-050](#) for more information.

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2.2.3.8 MO/YR

***** ACADEMIC RECORD

State Crs Code	Dist Coures Code	Description	Ltr Grd	Cred Earn	Cred Attp	Course Dsg
		MO/YR: 06/2020*	GRD	LEV	12	
01001	ENGLIT	ENGLISH LIT	A	0.50	0.50	B
10001	BUS610	TECH LITERACY	A	0.50	0.50	
03001	SCN161	EARTH/PHYSICAL SCI	I	0.00	0.50	B
08009	PED121	WT TRAIN 1	V	0.00	0.50	
24052	SPN100	SPANISH 1	B+	0.50	0.50	B
02052	MAT100	ALGEBRA	B	0.50	0.50	B

Fig. 2.2.3.8

Data Type: Date **Length:** 7 **Number of Lines:** 1

Format: MM/YYYY

Description: The reporting period, reported as the last month and year of the reporting period.

Business Rules:

A notation on the students’ transcript that communicates which term(s) were impacted by the COVID 19 pandemic school facility closures beginning on March 17. This is not a course waiver and it is not specific to a group of students. It is meant for all students who were enrolled in high school rigor courses at the time of the COVID-19 Pandemic.

*** Indicates all courses listed under this Mo/Yr included school facility closure days due to COVID-19 pandemic emergency**

The message above MUST appear on the first page of the student’s transcript in a font and type size that is easily readable to viewers. It is recommended that this message appear in the District Other Requirements Section. If this Section is not available to a district local determination is allowed.

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2.2.4 REPORT PERIOD AND CUMULATIVE SUMMARY

```
***** REPORT PERIOD AND CUMULATIVE SUMMARY *****
  Grd
  Lev Mo/Yr   Cred  Cred  GPA  GPA  GPA  GPA
  09 01/2016  2.50  2.50  2.50  2.50  9.50  3.800
  09 06/2016  2.50  2.50  2.50  2.50  9.50  3.800
  10 01/2017  3.00  3.00  3.00  3.00  11.55  3.850
  10 06/2017  3.00  3.00  3.00  3.00  11.50  3.833
  11 01/2018  2.50  2.50  2.50  2.50  9.55  3.820
  11 06/2018  2.50  2.50  2.50  2.50  9.35  3.740
  12 01/2019  2.50  2.50  3.00  3.00  9.05  3.017
  12 06/2019  3.00  3.00  2.50  2.50  9.85  3.940
  Cumulative: 21.50  21.50  21.50  21.50  79.85  3.714
```

Fig. 2.2.4

Data Type: Character **Length:** 52 **Number of Lines:** 1

Format: *...* X...X *...*

Description: This subsection is a summarization of the detail found in the academic record subsection.

Business Rules: Each reporting period found in the detail of the academic record subsection will be represented by one record here for each reporting period, ordered in the same fashion as the academic record (grouped by reporting period, oldest reporting period first), where reporting period is reported as the last month.

Notes: Please see [WAC 392-415-055](#) and [392-415-050](#) for more information.

Courses waived with a grade of 'V' or provided with a final grade of 'I – Incomplete' are not to be included in Credits Earned or in the calculation of a student's Grade Point Average (GPA). This applies to all sections where GPA is calculated, including:

2.2.3.4 Ltr Grd

2.2.3.5 Cred Earn

2.2.4.5 GPA Earn

2.2.4.6 GPA Pts

2.2.4.8 GPA

2.2.4.9.1. Cred Earn

2.2.4.3.3 GPA Earn

2.2.4.9.5 GPA Pts

2.2.4.9.6 GPA

2.2.5.10 GRADUATION PATHWAY (Students with Graduation Requirements Year - GRY 2020 and on)

This requirement has been removed for students in the Class of 2020.

2.2.5.10.1 (GRADUATION PATHWAY *Status*)

This requirement has been removed for students in the Class of 2020.