

STUDENT TRANSCRIPTS

Generally

Secondary school transcripts contain information as specified by the Virginia Board of Education and are issued in accordance with the provisions of Policy JO: *Student Records*.

Test Record

Parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. Regulation JOA-R outlines the procedure for doing so. ~~Such requests should be sent to the Director of Counseling at T.C. Williams High School.~~ The test record includes 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.

High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. Regulation JOA-R specifies the deadline and procedure for making such a request. Notice of this provision, ~~including the deadline and procedure for making such a request,~~ is provided to parents.

Adopted: June 22, 2017

Amended:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-23.3, 22.1-253.13:3.

8 VAC 20-131-90.

8 VAC 20-160-30.

Cross Refs.: JO Student Records
JOA-R Student Transcript Regulations

* Newly proposed Regulation JOA-R consisting of:

- contact information for submitting transcript requests;
- relevant deadlines; and
- Request Form JOA-F

is being finalized and will be attached for the October 7, 2021 Board Meeting.