



**Indiana  
Department of Education**  
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# Requirements and Guidance for Indiana High School Transcripts

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# INDIANA DEPARTMENT OF EDUCATION

## Requirements and Guidelines for Indiana High School Transcripts

### Introduction

This document provides guidance for high school transcripts. It covers the items that MUST be included, as well as additional items that may be added at the discretion of the school. It will be regularly updated to address questions posed by administrators and counselors.

### Indiana High School Transcript

A high school transcript is the official academic record of the courses and credits completed by a high school student. It may be produced in hard copy or electronic format. An official paper copy of the document contains an official signature and seal of the school. An e-transcript submitted through Parchment is also considered an official transcript.

### Common Electronic Transcript

Per [IC 21-18-12](#), by July 1, 2015 all public secondary schools shall use a common electronic transcript with common data fields and formats developed by the Department of Education, Commission for Higher Education, and state educational institutions. Data fields and additional resources regarding this requirement can be found [here](#). Note that required data fields found on the 'Common Transcript Data Elements' spreadsheet are noted as 'CT-R' (common transcript required) or 'IC-R' (Indiana Code required).

### A. Required Components

Indiana Code [20-33-2-13](#) requires that school corporations include the following information in the official transcript of a high school student:

1. Attendance records.
2. The student's latest ISTEP+ test results.
3. Any secondary or postsecondary certificates of achievement earned by the student.
4. Immunization information.
5. Dual credit courses from the Core Transfer Library taken by the student.

*In addition to the required components noted in Indiana Code, the common electronic transcript requires specific components, which are noted as 'CT-R' (common transcript required) in the [common transcript data elements spreadsheet](#).*

#### A1. Attendance Records

Though the law does not specify, the Department recommends that the high school transcript show, at a minimum, the number of days a student has been absent in the school year. Schools may include additional attendance information such as

attendance by semester or trimester, etc. The date of enrollment, date of graduation or date of withdrawal or exit interview should also be included.

#### A2. ISTEP+ Test Results

Results of the most recent ISTEP+ Graduation Qualifying Exam or End-of-Course Assessments must be included on the high school transcript. Schools may opt to include the actual ISTEP+ numerical score which is preferred or just the results (e.g. Pass, Did Not Pass, etc).

#### A3. Secondary or Postsecondary Certificates of Achievement

The term “Certificate of Achievement” refers to any academic or technical award, distinction or honor the student has earned. Examples include an AP Scholars award, Biliteracy Certificate, Certified Nursing Assistant (CNA) certificate, National Merit Scholarship and other similar awards or certificates. The decision of what awards and distinctions to list or not list on the transcript is an individual school decision. Note that a “Certificate of Achievement” does not refer to a document given to students who are not meeting graduation requirements.

#### A4. Immunization Information

Since required immunizations change frequently, contact your local school nurse for current requirements or review the most current immunization requirements on the Health Services page of the IDOE website at <http://www.doe.in.gov/student-services/health>.

In order to comply with I.C. 20-33-2-13, a school may:

- list the immunizations on the transcript by entering into the student information system;
- attach a pdf of immunizations from CHIRP;
- state “immunization record has been entered into the Indiana State Department of Health immunization data registry (CHIRP)”;
- or place a verification statement on the student’s transcript stating, “The student’s immunization record is in compliance with [IC 20-34-4-1](#).” If this is the chosen method, the school must provide a copy of the student’s immunization record maintained by the school pursuant to I.C. 20-34-4-1 along with the transcript.

To ensure a student’s privacy, do not include any other health information on or with the transcript. Health records should be maintained separately from the student’s transcript. The confidentiality of health records should be strictly maintained according to federal privacy regulations.

#### A5. Dual Credit Courses

Any dual credit courses listed on the Indiana Core Transfer Library (see [www.transferin.net/ctl](http://www.transferin.net/ctl)) that a student takes must be listed on the student’s high

school transcript. This is part of the state law that lists transcript requirements. Note that in order to meet the dual credit options for the Technical Honors Diploma and Academic Honors Diploma dual credit courses do not have to be from the Core Transfer Library but do have to be on the [approved dual credit list](#)\*. Therefore, dual credit courses listed on the CTL and the approved dual credit list (if being used to meet a course or credit requirement), must be included on the high school transcript. Courses should be listed whether or not the student earns high school or college credits for the course.

Effective July 1, 2013, the transcript must reflect that the secondary credits were earned at an eligible institution (Ex: US HistoryHST 101 Ivy Tech) (see [IC 21-43-4-5](#)).

\*Effective with students who entered high school in the 2012-13 school year (class of 2016), dual credit courses must be from the [approved dual credit course list](#) to meet the Academic or Technical Honors diploma option(s).

## **B. Transcript Format**

### B1. Clarity and Legibility Issues

- Transcripts should be typed or computer-generated.
  - **No handwritten items including corrections or insertions should be included.**
- Photocopies must be clear and readable.
- State approved course titles and four-digit state course numbers must be used (CT-R)
- Standard course abbreviations are suggested.
  - See the 'Abbreviation' column in the "Indiana High School Course Titles Summary," at <http://www.doe.in.gov/achievement/ccr/course-titles-and-descriptions>.
- Course records should be listed chronologically by grading period.

### B2. High School/Corporation Information

Transcript should include:

- High school name, address, phone number, Indiana Department of Education (IDOE) high school code (four digits), name and email address of a contact person, and high school website
- School corporation name, address, phone number, IDOE school corporation code (four digits), school corporation website, and corporation contact for student records
- Grading scale used by the school
- Official school seal and authorized official signature if submitting in paper format
- College Board six digit CEEB (or AI) code (CT-R)

### B3. Student Information

Transcript should include a student's:

- Full legal name, home address, phone number, email address for student
- Gender
- Date of birth
- Student Test Number (STN)
- Name(s) of parent(s) or legal guardian(s)
- Grade level at time transcript is prepared

#### B4. Student Academic Information

- Schools should use Indiana state-approved course titles and four-digit course numbers (or approved non-standard course titles):
  - See list and course codes at:
    - <http://www.doe.in.gov/achievement/ccr/course-titles-and-descriptions>
- All courses to be counted toward a student’s diploma requirements must be listed on the high school transcript with grades and credits (including PE and Health courses) and factor into the cumulative GPA.
- Designation of diploma type awarded should be included:
  - General
  - Core 40
  - Core 40 with Academic Honors
  - Core 40 with Technical Honors
  - International Baccalaureate
- Cumulative grade point average (GPA) should be calculated by semester, trimester, or on an annual basis. The total number of credits earned by the student should also be listed.
- Class rank may be listed at the option of the school.
- No Pass/Fail grades are to be listed for Core 40 or Honors diploma candidates and may not be used for the 34 (of the 40) credits required for the General Diploma.
- The listing of course retakes, audits, etc. may be decided locally.
- Honors and/or weighted courses should be clearly identified.
- Dual credit courses should be listed according to the information in the Questions & Answers (Q.9) section below.
- Credits for courses completed before grade nine should be listed according to the information in the Questions & Answers (Q.4) section below.
- [College Board policy](#) suggests that PSAT/NMSQT scores not become part of any student’s transcript or permanent record that is routinely shared with outside entities, such as colleges, scholarship organizations, or potential employers. Read more in the Questions & Answers section below (Q.14).
- ACT policies (see [www.act.org](http://www.act.org)) allow schools to locally decide whether to list ACT scores on a student’s transcript.
- Testing scores such as scores for ASVAB, Work Keys or other assessments, in addition to ISTEP+ results, may be included but are not required. Guidance

regarding the inclusion of Advanced Placement (AP) scores can be found in Q. 22 below.

- Notations referencing that credits were earned through an alternative education program, correspondence course, online course, etc. are not appropriate. If the course covers the Indiana Academic Standards required for the course, no additional notation is needed.
- School awards and/or honors earned in Grades 9-12 such as Salutatorian, Valedictorian, Honor's Society, etc. may be listed but are not required.

#### B5. Special Education Students:

- No disclosure of disability should be noted on a transcript.
- Where accommodations are used to meet state course standards, grades should not be listed as adjusted or modified.
- In cases where a student's IEP allows for accommodations to help the student master the academic standards of a state-approved course, no distinction needs to be made to the course title on the transcript. For example, if a student's approved accommodations are used to help the student master the content of Algebra I, the course should be listed on the transcript as Algebra I instead of Algebra I-SP (or other differentiation).

However, if modifications or changes are made to the required course standards or content, the official state course title should not be used. In these situations, for example, a significantly modified Algebra I course should not be listed as "Algebra I" on the transcript but could be listed under a non-standard course title. For non-diploma track students, 0500 is "Basic Skills Development," which could be used for any basic skills class in any content area.

#### B6. English Learner (EL) Students:

- A student's English Language Proficiency level, as determined through the administration of the annual WIDA ACCESS assessment, may be included on the transcript. This is a local decision. Schools may opt to include the student's overall proficiency score as determined by the annual language assessment.

### Common Questions & Answers

#### **1. Can subjective comments or recommendations be included on the transcript?**

It is not recommended. If a school wishes to provide subjective comments or recommendations for the student at the student's request, that information should be put into a separate letter.

#### **2. How should it be recorded if a student fails a course but then retakes it and passes?**

This is a local school corporation or school governing body decision.

**3. How would the GPA be figured if a student fails a course but then retakes it and passes?**

This is a local decision. If the grade is noted on the transcript, it should be factored into the GPA.

**4. How should a high school credit earned prior to high school be recorded?**

If the local school corporation policy is to issue high school credit for courses taken in middle school, and the course is equivalent to its high school counterpart and taught by a highly qualified teacher, the course should be noted on the transcript in the same way the other courses are noted. The grades and credits must be included on the transcript if being used to meet high school diploma requirements.

Refer to the IDOE memo on [‘High School Credit for Courses Completed Prior to Grade 9’](#).

**5. How are courses and outcomes for non-diploma track students recorded?**

See section B5 above.

**6. How does a student qualify for a GQE/ECA waiver and should it or a Certificate of Completion or Achievement be identified on the transcript?**

Waiver information is in [IC 20-32-4-4](#). The Department recommends that waiver information not be recorded on the transcript. A waiver simply means that the student accomplished the requirements but that a different assessment mechanism was used. Information about non-diplomas (Certificate of Completion, Achievement, etc.) can be found in the [“Diplomas and Certificates”](#) memo.

**7. Who can request that a transcript be sent to an institution?**

A parent, or student after the student has turned 18, may request that a transcript be sent to an institution of higher education or vocational program. The Family Educational Rights and Privacy Act ([FERPA](#)) permits schools to afford minor students rights in addition to those given to parents. Once a student turns 18 years old, the rights under FERPA transfer from the parents to the student. This may also be true for emancipated minors. Indiana does not have a specific statute permitting a minor child to seek a court order emancipating the child from his or her parent(s). Instead, Indiana law recognizes that a child may, in some circumstances, be emancipated for purposes of child support. In those situations, an Indiana court may deem the child emancipated and order the termination of a support order;

however, this order does nothing change any other rights or obligations of the child's parents, nor does the order provide additional rights to the student. That being said, if a minor has been deemed emancipated by a court order, that minor should be afforded similar access to his or her student records in the same manner as the student's parent(s) and should be treated, for purposes of FERPA, as an adult. When the student attends a postsecondary institution, even if he or she is under 18 years of age, the student may review the record in the postsecondary institution.

The provisions of FERPA are as follows:

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):*

- ***school officials with a legitimate educational interest;***
- ***other schools to which a student is transferring;***
- *specified officials for audit or evaluation purposes;*
- ***appropriate parties in connection with financial aid to a student;***
- *organizations conducting certain studies for or on behalf of the school;*
- *accrediting organizations;*
- *to comply with a judicial order or lawfully issued subpoena;*
- *appropriate officials in cases of health and safety emergencies; and*
- *state and local authorities, within a juvenile justice system, pursuant to specific state law.*

*When a record is disclosed in the types of situations indicated above, the originating agency must note in the record the names of the parties who received the information and an explanation of the legitimate educational interest under the record was disclosed. FERPA requires agencies or schools to account for all education records release, indicating the reasons the information was provided and who received it. These explanations must be recorded in the student's record and maintained there until the agency destroys the record.*

*Schools may disclose, without consent, "directory" information, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (e.g., special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.*

*For additional information or technical assistance on FERPA, call (202) 260–3887.*

**8. What immunization records need to be part of the transcript and where are they available?**

Required immunizations change frequently. Contact your local school nurse for current requirements or review a copy of the most current immunization requirements posted on the [Health Services](#) page of the IDOE website. To insure a student’s privacy, do not include any other health information on the transcript.

Parent permission must be on file before any part of the student’s record can be accessed or recorded outside of the school’s permanent or health records.

**9. How should dual credits be listed on the transcript?**

*See #32 on the Indiana [Dual Credit Q & As](#).*

Dual credit courses must be titled in one of two ways on the high school transcript:

1. Use a combination of the college course title and the appropriate state-approved high school course title if it has been determined that the dual credit college course meets the Academic Standards for the corresponding high school course. For example, a college-level American History course – HST 101 from Ivy Tech Community College – may appear on the high school transcript as “US History/HST 101 Ivy Tech.” In these instances, the state-approved high school course title should be listed first, followed by the college course number and the eligible institution where the credits were earned.

*Note that the student’s high school transcript must reflect that the secondary credits were earned at an eligible institution.*

2. If the course is taught on the college campus or through the college campus (online or by a visiting faculty member), there may be no aligned, corresponding high school course. In this situation, approved course titles by content area would read “Advanced \_\_\_\_\_, College Credit/College Course Title (Institution Name). For example, Advanced Business, College Credit/ACC 202 (BSU). Additional Advanced College Credit course titles can be found in the [State Approved Course Titles and Descriptions](#).

For more complete information regarding the correlation of high school dual credit courses to the post-secondary courses, see the Dual Credit Crosswalks for liberal arts and CTE (<http://www.doe.in.gov/ccr/dual-credit>).

- These Advanced course titles are not typically used for dual credit courses taught in a high school class by high school faculty, unless otherwise indicated.
- For more information regarding specific Advanced coursework questions, contact the IDOE for further clarification and guidance.

- Course titles may be abbreviated (e.g., Adv. Comp), but must be used in conjunction with the college course title, number, and institution (e.g., Adv. Soc Studies CC/HST 101, Institution). Note that the maximum size for the ‘State Course Name/Title electronic transcript data field is 60.
- When space on the transcript is limited, it is permissible to put an asterisk or subscript notation on the high school course title and list more details about the dual credit course in a “miscellaneous” or “notes” section of the transcript to include the number of college credits earned.

As a result of legislation that passed in 2013, on July 1, 2015, it became a requirement for all public secondary schools to use the common electronic transcript, which includes a dual course designation under ‘Enrollment Type.’

\*Note that for college admissions purposes, the college credit would need to be transcribed and therefore the student should request to have a transcript sent from the postsecondary institution where the dual credit was earned to the institution for which they are applying for admission.

**10. How should credits earned through a virtual environment, credit recovery situation, or credits earned by demonstration of proficiency be recorded on the transcript?**

These courses should be noted the same way you would record classes taken traditionally as long as they cover the respective content in the Course Description and Academic Standards. No additional notations should appear beside these courses since student’s had to have met course standards in order for credit to be awarded.

**11. If a student tests out or demonstrates proficiency without taking a course, how should it be noted on the transcript?**

How or if it is recorded on the transcript is a local decision. However, only those courses listed on a HS transcript with grades and credits count for graduation. The State Board of Education made this decision several years ago because grades are taken into account when determining a student’s GQE/ECA waiver and status for financial aid. For example, if a student tests out of Algebra I and you put credits but not grades on the HS transcript, those credits would not apply toward the graduation requirements and that student would need three more years of Core 40 math courses to meet the Core 40 requirement.

**12. If a student completed Algebra I in middle school and has met the required 8 credits for the AHD (without counting the Algebra I credits), would the Algebra I**

**course have to be included on the transcript and would the GPA have to be factored into the student's cumulative GPA?**

Technically, Algebra I credits don't have to appear on a student's high school transcript as long as he or she has six (Core 40) or eight (AHD) math credits in courses at a higher level than Algebra I (including Algebra II). Six math credits must be earned during grades 9-12. See more information [here](#).

**13. Can a student take a class for a pass/fail grade if they are trying to earn the General Diploma?**

No Pass/Fail grades are allowed for courses that count toward the Core 40 and Honors diplomas. GQE/ECA waivers require grades of "C" or higher in 34 of the 40 required and elective courses that count for the GQE/ECA waiver so they could not be Pass/Fail. P/F grades may be used with the General Diploma as long as they are in addition to the 34 (of the 40) required and elective courses that count for the GQE waivers. Physical education and health are both required courses so P/F is not an option for any diploma for these courses.

**14. Should SAT or PSAT scores be listed on a high school transcript?**

[College Board policy](#) (p. 23) suggests that PSAT/NMSQT scores not become part of any student's transcript or permanent record that is routinely shared with outside entities, such as colleges, scholarship organizations, or potential employers. Sharing of scores should only be at the student's request. The same policy applies to SAT scores, which can become particularly important since students have the option of score choice, allowing them to choose which scores are sent to colleges.

**15. If a school corporation has questions regarding the use of the Indiana E-Transcript/Parchment who might they contact?**

Contact Matt Sterenberg at Parchment – [msterenberg@parchment.com](mailto:msterenberg@parchment.com)

\*Note that by July 1, 2015, all public schools shall use a common electronic transcript to be developed by the Department of Education, state educational institutions, and the Commission for Higher Education per [IC 21-18-12](#).

**16. Are there other ways to meet the PE/Health credits so the transcript reflects that the student met diploma requirements?**

Yes. Below are a few alternative options.

- 1) [511 IAC 6-7.1-9](#) states that a school board may recognize military experience. A maximum of four credits may be recognized for basic training (2 credits for physical education and 2 credits for health and wellness with one credit granted for each three months of service).

- 2) 511 IAC 6-7.1-4 states that the health and wellness credit requirement may be waived for a student if the student's program includes:
  - Three credits for the following family and consumer sciences courses: Child Development and Parenting, Human Development and Family Wellness, Interpersonal Relationships, Nutrition and Wellness, or Preparing for College and or careers.
- 3) For a student who qualifies under the religious objection provision of [IC 20-30-5-9](#) (hygiene instruction), a one credit substitution of either a science, family and consumer sciences, or health and physical education credit may be used to fulfill the Health and Wellness credit requirement.
- 4) In 2009, the State Board of Education made several rule changes, including the definition of credit, to allow schools more flexibility in working with students and engaging them in challenging content. Students can earn PE credit using alternative options but it is important to note that all required PE standards must still be met and the credit granted by an appropriately licensed PE teacher. Additional information can be found [here](#).

**17. Will the NCAA accept credits earned before Grade 9?**

Yes, a high school course taken in the eighth grade may be used if the course is on the student's high school transcript with a grade and credit and if the course is on the high school's List of [NCAA-Approved Core Courses](#).

**18. Where can I find more information about NCAA guidelines?**

The NCAA High School portal is at <https://web1.ncaa.org/hportal/exec/hsAction>.

**19. What types of nontraditional programs/courses may not be accepted by the NCAA?**

Be aware that not all nontraditional educational programs/courses meet NCAA core course requirements. The NCAA cautions schools to be careful "with online, correspondence, credit recovery or other types of nontraditional courses that:

- Do not have teacher-based instruction.
- Do not require regular and ongoing interaction between the student and the teacher.
- Do not have certified or qualified teachers.
- Do not require students to complete the entire course.
- Allow students to complete a course in a short period of time.

- Allow students to take numerous courses at the same time, especially courses in the same subject area, or that are sequential in nature (e.g., Algebra I, Geometry and Algebra II at the same time).
- Do not prepare students for four-year college classwork.
- Do not verify a student’s identity.
- Have no formal assessments or limited assessments.
- Have no official student-grade records (e.g., transcript, grade report, student-course activity information).”

**20. If a student transfers to an Indiana school from another high school, do the courses already listed on their transcript need to be changed to reflect Indiana’s state approved course titles? Do we have to accept the courses on their transcript?**

Indiana high schools have the local option of determining whether or not to accept credits from another high school. In cases where courses taken at the sending school are determined to align with Indiana high school courses, the previous course title may be used or converted to the Indiana course title. Oftentimes an elective course title, even those not in Indiana’s list of course titles, are transferred, as is, to the receiving high school transcript.

If it is determined at the local level that the course is equivalent to an Indiana course, a school may count these credits. If the course taken at the student’s previous school is not equivalent, the school could include the course on the transcript but may decide that it can’t be counted towards graduation requirements. If there is a question as to whether or not the student mastered the course standards and content, your high school has the option of allowing the student to “demonstrate proficiency” through the use of an end-of-course assessment or final exam from an equivalent course. Alternatively, a teacher or department chair from that content area may verify a student’s proficiency without an exam.

While schools have wide latitude on how to accept credits from another high school, it is important that the policy be consistently and fairly applied. For example, a local policy that accepts, without question, transfer credits from an out-of-state public school but rejects transfer credits from a local non-public, non-accredited high school – without determining a student’s proficiency or knowledge in that subject area – might be considered discriminatory.

**21. What additional information might be helpful to send a postsecondary institution?**

Postsecondary institutions like to see a high school profile included with the student’s transcript. This might include the following:

- School Counselor’s Contact Information

- Number of AP, IB, dual credit courses offered
- Grading scale used
- Determination of class ranking and designation of Valedictorian, Salutatorian, etc.
- Statistics on % of students who attend college

## **22. Advanced Placement (AP) scores be listed on a high school transcript?**

Per the 2015-16 AP Coordinator's Manual, only students have the right to forward their AP scores to colleges and universities. Therefore, schools should use caution in affixing AP score labels to transcripts or other records that will be sent to these institutions. Affixing score labels to transcripts can result in a violation of students' rights and may expose schools to potential lawsuits. To avoid this possibility, the AP Program strongly suggests that schools institute one of the following procedures:

- a. Affix the AP score label to the back of the transcript and copy only the front of the transcript when sending it to colleges.
- b. Have students sign a release permitting the school to put the score report label on the front of the transcript. Keep the signed releases with students' files.

(See Maintaining Student Privacy and the Confidentiality of AP Scores in the [AP Coordinator's Manual](#)).

### **RESOURCES**

[Indiana Academic Standards](#)

[Common Electronic Transcript Website](#)

[Certificates/Non-diploma Memo](#)

[Indiana Archives and Records Administration](#)

[Course Titles and Descriptions, abbreviations](#)

[Diploma requirements, 511 IAC 6-7.1 Summaries](#)

[E-transcripts/Parchment](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Guidance](#) Regarding Transfer Credits of International Students

## [Immunization Requirements](#)

## [IHSAA](#)

## [NCAA Eligibility Center](#)

## **Transcript Legislation, [IC 20-33-2-13](#)**

### **DEFINITIONS**

The following definitions may be helpful in preparing a student's transcript.

#### **Absence**

An absence occurs whenever a student is not in school when school is in session and the student is not engaged in an educational activity approved by the local school board or school administrative staff. Whether the absence is excused or unexcused, it is to be recorded as an absence on the official transcript. There are statutory exceptions to recording a student as absent: service as a page; service during an election; appearance in court by subpoena; National Guard or Indiana civil air patrol duty; educationally related nonclassroom activity; or exhibiting at the state fair (see [IC 20-33-2-14](#)). Also, it is the legal opinion of the Department of Education's General Counsel that suspended and expelled students are not to be counted as absent.

#### [Attendance Guidelines](#)

#### **Attendance**

An attendance record must be included as part of a student's transcript per [IC 20-33-2-13](#).

#### **Class rank**

A student's class rank is the academic position relative to the all students in the same graduating class and is often based on the earned GPA.

#### **Educational Record**

Educational record as defined in [IC 20-33-7-1](#) means information that is recorded by a nonpublic or public school and concerns a student who is or was enrolled in the school.

#### **Grade Point Average (GPA)**

Grade Point Average is often calculated by totaling all earned points, including all weighted courses, on a four point scale. If a school chooses to use a scale other than the four point scale, that grading scale should be explained either on the transcript or in an attachment to it. Generally, the GPA is the total value of all grades earned, divided by the total number of credits attempted, to determine the cumulative grade point average earned by the student for all coursework taken in high school. Grades for

credit-bearing courses (including physical education and health) that appear on the transcript should not be omitted from the GPA calculation.

### **Transcript**

A transcript refers to a copy of a student’s academic record which includes all courses taken, grades received, academic honors bestowed, type of diploma awarded, and other pertinent information (required components noted in [IC 20-33-2-13](#)). When a student changes schools, the cumulative transcript is transferred from school to school. When applying to college, students generally request that official transcripts be sent by the issuing school with an original signature of a school official and seal.

### **Weighted grades**

It is a local option to add an additional weighted factor for honors courses taken at the high school level. For example, an “A” in an honors course is given five points instead of four in the calculation of the GPA. There is no standard for the use of weighted grades. It is a local decision to establish such a system; however, the use of a weighted grading system must be explained on the student’s transcript.

## **Appendix A**

### **IC 20-33-2-13**

High school transcripts; required contents

Section 13.

- (a) A school corporation shall record or include the following information in the official high school transcript for a student in high school:
  - (1) Attendance records.
  - (2) The student's latest ISTEP program test results under IC 20-32-5
  - (3) Any secondary level and postsecondary level certificates of achievement earned by the student.
  - (4) Immunization information from the immunization record the student's school keeps under IC 20-34-4-1.
  - (5) Any dual credit courses taken that are included in the core transfer library under IC 21-42-5-4.
- (b) A school corporation may include information on a student's high school transcript that is in addition to the requirements of subsection (a).  
*As added by P.L.1-2005, SEC.17. Amended by P.L.140-2008, SEC.8.*