Administrative Procedure 5514

TRANSCRIPT DATES AND POSTING

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to the completion and posting of final high school transcripts in the Washoe County School District (District).

PROCEDURE

1. The completion date on a student's transcript may or may not match the date on their diploma. The transcript completion date must accurately reflect the actual date the student completed all the class requirements for high school graduation including the Nevada assessment required for graduation.

2. It is also very important that the school in which the course was completed is noted accurately on the transcript. For example, a correspondence course when completed should be noted on the transcript under the name of the institution where the student earned credit and should NEVER be indicated that the credit was earned in a District school.

3. The student must have completed all requirements for graduation by September 30 of the same year to be credited within that year's cohort. For example, a student who completes all the requirements for graduation prior to September 30, 2022, who was a first time twelfth grader in June 2022, would be considered a graduate for the 2022 cohort. If any requirements for that same student are completed after September 30, 2022, the student would not be within the 2022 cohort.

4. Refer to the instructions which accompany the Graduation Report regarding how to identify each category of student on that report.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

2. This Administrative Procedure is in compliance with the protocols established by the Nevada Department of Education.

REVISION HISTORY

Date	Revision	Modification
05/15/2009	1.0	Adopted as Accepted Practice

09/01/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised
09/10/2014	4.0	Revised: Converted to Administrative Procedure
07/12/2022	5.0	Revised: Updating the last day to complete requirements within a student's cohort is 9/30 of their cohort year