Administrative Procedure 5516

TRANSCRIPT PRODUCTION

Responsible: Department of Student Accounting

PURPOSE

This Administrative Procedure shall describe and define protocols related to the production of transcripts in the Washoe County School District (District).

PROCEDURE

1. All schools will use the standard procedure to print official and unofficial transcripts from Infinite Campus (IC). Any requests for transcripts must be filled through ScribOrder or by contacting Student Records at (775) 861-4428.

2. Students must access the Scriborder website, https://washoeschoolsnv.scriborder.com/ in order to receive an official school transcript. Official transcripts cost $10.00 per transcript.

3. The District does not provide SAT/ACT or AP scores on the transcripts. Retaking of tests for higher scores, the belief that these scores are the student's responsibility and the fact that the student has easy access to the scores are some of the reasons that test scores will not be printed on the transcript. The District will use the scores for the purpose of data collection. If a student wants a copy of his/her test scores for a scholarship, the student can request assessment records through ScribOrder or by contacting Student Records at (775) 861-4428; however, the test scores must never be printed on the transcript for any reason.

4. Credit for all courses taken in a semester will be recorded at the time the credit is earned. All courses in which credit could be completed prior to the end of a semester must be checked if the student withdraws from a District high school prior to the end of the semester but does not re-enroll in another District high school. In this case earned credit will be recorded on the student's withdrawal transcript.

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.

REVISION HISTORY

Date	Revision	Modification
05/15/2009	1.0	Adopted as Accepted Practice
05/12/2012	2.0	Revised Accepted Practice
12/05/2013	3.0	Revised

09/10/2014	4.0	Revised: Converted to Administrative Procedure
06/30/2022	5.0	Revised: Updated the current practice of using ScribOrder