

IKC

Traip Academy Transcripts

An official transcript is created and maintained for all students who attend Traip Academy. To ensure that the transcript conveys a full and accurate picture of a student's academic record and accomplishments, and that it can be accurately interpreted and understood by diverse external audiences, the following guidelines apply to all official transcripts issued by Traip Academy beginning with the Class of 2018:

- A. The names of courses, content areas, and other relevant information are presented in full, not abbreviated form.
- B. All learning experiences—whether they are classroom-based courses or approved learning pathway options, such as internships, dual-enrollment courses, or independent studies—are clearly recorded by title and category type (e.g., course, internship, dual-enrollment, independent study, etc.).
- C. The student's grade level when the course or learning experience was completed, and its duration (e.g., semester, year, or summer session), are recorded.
- D. Summary grades and/or proficiency levels for specific courses and learning experiences are recorded.
- E. The student's cumulative proficiency-based Grade Point Average are recorded alongside any Latin honors attained.
- F. Additional academic and co-curricular accomplishments may be recorded, as appropriate, including test scores, significant awards and honors or the title of the student's capstone project.
- G. The transcript includes a summary of proficiency levels achieved on Traip Academy's cross-curricular and content-area graduation standards.
- H. The transcript include a summary explanation of the school's grading system and graduation requirements.
- I. Selected student information is presented, including the student's full name, date of enrollment, date of graduation, and other relevant, non-private information.
- J. Contact information for the school, principal, guidance counselor, and/or student advisor is presented.

Legal Reference: None
Cross References: IKA: Grading and Reporting System
IKD: Academic Recognition
IKF: Graduation Requirements

Adopted: August 4, 2015