

<b>Category:</b>  <b>8000 STUDENTS</b>	<b>Policy Number:</b>  <b>8550</b>
<b>Policy Title:</b> <b>STUDENT - TRANSCRIPTS</b>	<b>Effective Date</b> <b>August 19, 2015</b>

Snake River School District 52 shall provide students or their parents and/or legal guardians official copies of their transcript of credits upon request.

The School District will furnish the first transcript at no charge. Additional copies of a transcript may be obtained at a cost of \$1.00 per copy.

All classes attempted at Snake River High School and all acceptable transfer credits shall be recorded on the transcript. All grades earned, including failures and retakes, shall be recorded as such and utilized in the calculation of Grade Point Average and class rank, unless requested otherwise in writing.

A student's transcript generally is intended to inform post secondary institutions or prospective employers of a student's academic credentials and achievement. Information that a student has a disability, or has received special education or related services due to having a disability, does not constitute information about the student's academic credentials and achievements. Therefore, it would be a violation of Section 504 and Title II for a student's transcript to indicate that a student has received special education or a related service or that the student has a disability. In addition, prohibiting such pre-admission and pre-employment disclosures is consistent with the Section 504 regulatory requirements that, in general, post-secondary institutions may not make pre-admission inquiries as to whether an applicant for admission has a disability prior to admission, nor may employers conduct pre-employment medical examinations or make pre-employment inquiries as to whether an applicant for employment has a disability prior to an offer of employment.

A transcript for a student with a disability may indicate receipt of a certificate of attendance or a similar document, rather than a regular diploma, under certain circumstances. These circumstances are where this does not disclose that a student has received special education or related services, does not otherwise specifically disclose that a student has a disability (for example, because certificates of attendance are available to both students with disabilities and students without disabilities), is not used for the purpose of identifying programs for students with disabilities, and is consistent with the purpose of a student transcript – to inform post-secondary institutions and prospective employers of a student's academic credentials and achievements.

Legal Reference: 34 C.F.R. §104.4(b)(1)(i)-(iv) and 28 C.F.R. §35.130(b)(1)(i)-(iv)

Reference:

- Policy 6116, "Repeating High School Course"
- Policy 6776, "Special Education for Disabled Children"
- Policy 8540, "Student Records"
- Snake River District #52 504 Resource Guide

**ADOPTED: 01/14/2003**

**AMENDED: 08/19/2015**