

SITE OPERATIONS CIRCULAR NO. 2003
Office of School Innovation

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 20, 2018

To: High School Administrators, High School Counselors, High School Registrars & Enrollment Clerks

Subject: EVALUATION OF FOREIGN TRANSCRIPTS

Department and/or Persons Concerned: High School Administrators, High School Counselors, High School Registrars and Enrollment Clerks

Attachment(s): International School History Form (Attachment 1)
International Transcript Evaluation (Attachment 2)

Reference: Administrative Procedure 4770: Graduation from Senior High Schools

Action Requested: Review revised procedure for evaluation of foreign transcripts; implement as needed.

Brief Explanation:

The Office of Secondary Schools will continue to process the evaluation of transcripts from selected foreign countries. This process will help to ensure districtwide consistency in awarding high school graduation credits to students entering San Diego Unified School District from the following countries:

- Africa
- Australia
- China
- Japan
- Middle East (Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Tunisia, Turkey, United Arab Emirates, Yemen)
- South America (Argentina, Aruba, Bolivia, Brazil, Chile, Colombia, Curaçao, Dutch Caribbean, Ecuador, Falkland Islands, French Guiana, Guyana, Paraguay, Peru, Suriname, Trinidad and Tobago, Uruguay, Venezuela)

Registrars will continue to be responsible for evaluating transcripts from countries that are not included on this list (e.g., Mexico, Canada, European Countries).

Questions about foreign transcripts from any country should be directed to Veronica Ortega at vortegal@sandi.net.

Implementation

1. Enrollment clerk welcomes family and provides enrollment packet to include the attached “International School History Form” (attachment 1).
2. Enrollment clerk requests family to complete the “International School History Form.”
3. Enrollment clerk requests family to provide out-of-country transcript (translated in English) and forwards transcript and completed “International School History Form” to Registrar.
4. Registrar reviews documents for completion, requests additional information from student/family regarding schooling, as needed, prior to submission to district office.
5. Registrar scans and emails the student’s out-of-country transcript(s) along with the completed “International School History Form” to Veronica Ortega at vortega1@sandi.net.
6. Registrar provides a copy of student’s out-of-country transcript to counselor, who will assign the student to classes based on grade level and credits/grades earned. An assessment of English and mathematics levels may be needed (site discretion).
7. The School Innovation Division will evaluate the transcript(s) and notify site registrar of status within 10 working days.
8. The School Innovation Division will return the recommended transcription on the “International Transcript Evaluation” form (Attachment 2) to the registrar for review and Principal’s final approval.
9. Registrar will load approved transcribed courses/grades into PowerSchool Academic History.
10. If evaluation requires any schedule change for student, registrar will inform counselor of the need to modify the student’s schedule to ensure the student does not repeat any course in which the student already earned a “C” or better grade.

NOTE: A maximum of 8 credits per semester can be awarded.

For additional information regarding evaluation of foreign transcripts, contact Operations Specialist Veronica Ortega, Office of School Innovation at vortega1@sandi.net.

APPROVED:



Cheryl Hibbeln
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