

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 13, 2018

To: High School Administrators

Subject: COLLEGE COURSE/GRADE TRANSCRIPTIONS FOR NEW STUDENTS

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

Action Requested: Review guidelines and implement immediately

Brief Explanation:

This circular provides guidance and a process for transcribing college coursework for new students enrolling in the district that meets San Diego Unified School District graduation requirements. This is intended only for brand new students to SDUSD.

This protocol has been established to help graduate students who transfer into San Diego Unified School District from out-of-district or out-of-state by ensuring any accredited college/university coursework completed prior to enrollment in SDUSD is acceptable and transcribed appropriately.

New students transferring into the district who have completed a course(s) outside of the current approved college coursework list and earned a grade may be awarded credit toward graduation. This does NOT apply to current SDUSD students. This also does NOT apply to students who disenroll from the district for a length of time shorter than one year.

PROCESS:

These transcriptions will be done centrally.

- Step 1: Submit a request via the link provided below
- Step 2: Within the request, attach the student's college/university transcript
- Step 3: Attach a SDUSD transcript with "Work in Progress" selected
- Step 4: Allow 10 working days for evaluation and processing
- Step 5: Once completed, an updated transcript will be emailed to the Head Counselor and Registrar.

Request link: <https://goo.gl/forms/TnoMOuUIFoA0Z6r02>

Students with college coursework leveled at 100 or above and is at least three (3) college units will be evaluated to determine if the course meets UC a-g requirements. If so, two (2) weighted credits will be awarded.

Students with college coursework leveled under 100 college level will be evaluated to determine the high school equivalency. These courses will be transcribed accordingly.

For questions contact Franny Del Carmen at fdelcarmen@sandi.net or Veronica Ortega at vortega1@sandi.net

APPROVED:



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Executive Director