**Transcript**

All board of education members, employees, or other officials of school districts required to make reports to the State Board of Education or other agencies under the provisions of this article, and all persons lawfully charged with the duty of making records of original entry, such as teachers’ registers, transportation records, and financial records, which form the basis, in whole or in part, of said reports, shall exercise the highest degree of diligence, accuracy, and good faith in making said records and reports reflect truth. (70 O.S. § 18-116)

**Transcript Statements:**

EOI scores:  All EOI subject areas that the student has taken with the highest attained score.

Financial Literacy:   “The student has satisfactorily completed the 14 areas of instruction for Personal Financial Literacy.”

ACE: “The student has met the graduation requirement of demonstrating mastery in the state academic content standards.”

Career Tech: Any business and industry-recognized endorsements.

**Transcript Guidance:**

Information pertaining to grades, graduation tests, college admission tests, rank in class and other pertinent information shall be recorded on the transcript*.* (210:35-3-47)*(Standards for Accreditation of Oklahoma Schools, p. 13)*

Permanent records of students shall be retained in the school. The duplicate of said records shall be filed in a building separate and apart from the building where the original copy is filed or shall be filed in a fireproof vault designed for the purpose of protecting permanent records.(70 O.S. § 24-114) *(Standards for Accreditation of Oklahoma Schools, p. 14)*

Principals shall furnish transcripts and immunization records of students within three business days when requested to do so by school officials.(70 O.S. § 24-101.4) *(Standards for Accreditation of Oklahoma Schools, p. 14)*

**Student Entering from a Non Accredited School:**

Students entering an accredited school from a school not accredited by the State Board of Education shall be tested for placement. All student placements assessments shall be administered by the receiving accredited school and results shall be kept on file for one year. (210:35-25-2) *(Standards for Accreditation of Oklahoma Schools, p. 229)*

Example: A student enrolls in your district from being homeschooled. The student must be tested for placement. Grade placement and/or credits awarded are a local decision based off the assessment results.

\*Students transferring from Department of Defense (DOD) schools are regulated under different policies. Please visit <http://www.mic3.net/> for more information and contact the Counseling/ACE office at the OSDE (405) 521-3549.

\*Military students transferring in from a DOD school or from another school are still required to meet all of Oklahoma graduation requirements to graduate with a diploma from Oklahoma. There is flexibility in courses used to meet the curricular requirements, buy students must meet the ACE testing requirements. If there is no way for the student to graduate without extending their date of graduation can graduate based off the sending schools graduation requirements. (The sending school will issue the diploma.)

**Private School Resources:**

Private Schools Accredited by OSDE:

Cascia Hall, Tulsa

Cookson Hills in Kansas, OK

Job Corp Tulsa (&Guthrie Site)

Jones Academy

Lakeside Reformatory, Granite

Metro Christian Academy, Tulsa

Monte Casino, Tulsa

Oklahoma School for Blind, Sulphur

Parkview School for Blind, Muskogee

Riverside Indian School, Anadarko

St. Paul Lutheran School, Tulsa

Sequoyah HS Tahlequah

Southern Nazarene University Lab, Bethany

Town & Country, Tulsa

Trinity School, OKC

Victory Christian School, Tulsa

The OSDE also recognizes schools that are accredited through OPSAC. (Oklahoma Private School Accreditation Commission’s) For an extension list of accredited private schools, please visit <http://opsac.org/> and go to member schools. For a list of private schools for students that transfer from out of state, you must visit that particular state’s private school accreditation commission.

**Concurrent Enrollment:**

When a student earns college credit through concurrent enrollment, school districts shall provide academic credit for any concurrently enrolled higher education courses that are correlated with academic credit awarded by the institution of higher education. Academic credit shall only be transcripted as elective credit if there is no correlation between the concurrent enrollment higher education course and a course provided by the school district. (70 O.S. § 628.13) *(Standards for Accreditation of Oklahoma Schools, p. 229)*

\* Local districts are responsible for determining which high school course the concurrently enrolled course will replace and if the higher education course covers a full or half year set of competencies/units. For more information, please visit <http://www.ok.gov/sde/documents/2013-08-06/concurrent-enrollment-brochure-counseling>.

The student transcript should reflect the high school course, core or elective, the concurrently enrolled course is replacing. The instructional code within the student information system should be coded “college level.” It is recommended that the local district distinguishes the course as a college course.

Example:

5641 Psychology (OSU/Intro. To Psychology)