



## Transcript Issuance and Deadlines Guidance Document

**Purpose:** This guidance document outlines the mandatory procedure for Online Providers to issue student transcripts. It clearly specifies the required content, deadlines, and grading designations (NG, I, F) for all courses, thereby ensuring that the Primary School and the student's parents receive accurate, timely records necessary for course completion and graduation.

- **Transcript Issuance:**

- The transcript must include the course title, course code, grade, and credit
- Online Providers shall issue a transcript with a grade of **NG** or **I** for students who do not complete a course
  - *Example: A student completed 5 of 8 modules of an online course and stopped working. An NG or I must be issued for this course*
- Online Providers shall issue a transcript with a grade of **F** when the student completed the course but did not earn a passing grade
  - *Example: A student completed ALL modules of an online course, but failed to earn a passing grade. An F must be issued for this course*
- All transcripts shall be sent via a secure method (e.g., SIS transfer, mail, secure email, or a secure link)

- **Transcript Deadlines:**

- Official transcripts for grades 6-11 must be sent to both the parent and Primary School *by the earlier of:*
  - 30 days of each course completion, or
  - June 30
- Official transcripts for grade 12 (Seniors) must be sent to both the parent and Primary School by:
  - 30 days of each course completion, or
  - The *Transcript Due* date in SEATS or an alternative date as agreed upon with the Primary School
    - The Primary School is required to inform students taking SOEP courses about the necessary course completion deadlines required for graduation
- For Late Passing students, grades and credit must be submitted to the Primary School before September 1 to allow for UTREx record updates