



COMMONWEALTH of VIRGINIA
Department of Education

DATE: May 21, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: **Secondary School Transcript Guidance for School Divisions**

The purpose of this memorandum is to remind school divisions of the requirements for secondary school transcripts.

The Board of Education's *Regulations Governing Secondary School Transcripts* (PDF), at 8VAC20-160, describe the required information and formatting options for localities for the secondary school transcript.

The regulations define the secondary school transcript as “an official list of secondary courses taken by a student, except those purged from a middle school record in accordance with 8VAC20-131, *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, showing the final grade received for each course, with definitions of the various grades given.”

The secondary school transcript is limited to secondary courses, and as such, the information contained in the transcript should be limited to student information, including attendance, for the years that the student was enrolled in secondary-level coursework. Also, the names of the schools attended on the secondary school transcript should reflect the name of the school at the time the student attended.

Revisions to the *Regulations Governing Secondary School Transcripts* are being considered for the coming year and public comment will be invited for consideration at that time. If you have further questions, please contact Joseph Wharff by email at Joseph.Wharff@doe.virginia.gov ✉ or by telephone at 804-225-3370.

SMC/JW/zr