

## STUDENT TRANSCRIPT REGULATIONS

### Generally

Secondary school transcripts are maintained in accordance with Policy JOA.

### Test Record

Requests to have a student's test record excluded from the student's transcript:

- Are submitted by parents/guardians or adult students;
- Remove college performance-related standardized test scores such as SAT and ACT test scores;
- Are submitted to the Director of Counseling, Alexandria City High School, at [acpstranscripts@acps.k12.va.us](mailto:acpstranscripts@acps.k12.va.us).

### High School Credit-Bearing Courses Taken in Middle School

Requests for a high school credit-bearing course taken in middle school to be omitted from the student's transcript, and for the student to not earn high school credit for the course, are:

- Submitted by parents/guardians;
- Sent to the Director of Counseling, Alexandria City High School, at: [acpstranscripts@acps.k12.va.us](mailto:acpstranscripts@acps.k12.va.us) by the end of the first quarter of the student's ninth grade year. (This deadline becomes effective after the 2021-22 school year.)

Established: October 7, 2021

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-23.3, 22.1-253.13:3.

8 VAC 20-131-90.

8 VAC 20-160-30.

Cross Refs.: JO Student Records  
JOA Student Transcripts