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2 **STUDENT TRANSCRIPT REGULATIONS**

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4 **Generally**

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6 Secondary school transcripts are maintained in accordance with Policy JOA.
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8 **Test Record**

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

- 11 • Are submitted by parents/guardians or adult students;
- 12 • Remove college performance-related standardized test scores such as SAT and ACT test
- 13 scores;
- 14 • Are submitted to the Director of Counseling, Alexandria City High School, at
- 15 acpstranscripts@acps.k12.va.us.

16 **High School Credit-Bearing Courses Taken in Middle School**

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

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

23 Established: October 7, 2021

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

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27 8 VAC 20-131-90.

28 8 VAC 20-160-30.

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30 Cross Refs.: JO Student Records
31 JOA Student Transcripts
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