

EVALUATION OF
FOREIGN
TRANSCRIPTS FOR
HIGH SCHOOL-AGED
STUDENTS

This regulation refers to incoming students for whom the District is the first U.S. school district in which they are enrolling. The following guidelines will apply:

- The student's counselor and the District's High School Newcomer Program Facilitator will collaborate to evaluate the student's transcript and award credit. Students may be preliminarily scheduled based on an initial transcript review.
- In cases in which the High School Newcomer Program Facilitator and the student's counselor are unable to come to agreement on the awarding of credits, the Director of Bilingual, ESL, and LOTE and the Coordinator of Guidance Counseling will make the final decision.
- Credit will be awarded for all courses successfully completed by the student and for which documentation can be provided demonstrating that the course is comparable to a TEKS-based course for which state credit is available.
- All eligible credits will be awarded within 10 school days of enrollment.
- Credit shall not be awarded pending an audit of a course or the results of a locally developed assessment.
- Students who received formal instruction in a language other than English, as indicated on an authentic transcript, will receive state credits for LOTE in that language. The number of credits awarded will be commensurate with the number of years of study in that language beginning with the student's 7th grade (or foreign equivalent) year with a maximum of 3 LOTE credits to be awarded.
- At the parent's request, an approved credit by exam may be used to award credit for acceleration of immigrant students but may not be used to award credit for coursework successfully completed on a foreign transcript for which there is a comparable TEKS-based course eligible for state credit.
- All parents of students for whom a foreign transcript evaluation has taken place will be provided with a personalized graduation plan for their child by the counselor after the transcript evaluation has been completed.