

# HIGH SCHOOL TRANSCRIPT FINALIZATION CHECKPOINT

Ensure Accuracy. Meet Standards. Support Every Graduate.

Use this checklist to verify that all requirements are complete before locking transcripts and reporting in compliance with TEA data standards.

## 1 CREDITS & GRADES

- All courses and credits earned are posted
- Final semester grades are posted
- Credit recovery courses posted (if applicable)
- Summer school credits posted (if applicable)
- Dual credit courses and grades posted
- Local credit verified and documented
- LOTE credits verified (if applicable)
- PEIMS course completion indicators accurate

## 2 GPA & RANK

- GPA calculated using district policy
- All approved quality points verified
- Exclusions (per district policy) applied correctly
- Class rank calculated
- Rank method documented (e.g., weighted/unweighted)
- Rank type recorded in PEIMS
- GPA and Rank display correctly on transcript

*Note: Districts determine GPA and Rank; must be consistent with local policy.*

## 3 GRADUATION PROGRAM & ENDORSEMENTS

- Graduation Program Type verified (e.g., 34, 26)
- Foundation High School Program (FHSP) verified
- Endorsement(s) verified and coded correctly
- Distinguished Level of Achievement (DLA) verified, if earned
- Foundations High School Program verified (if applicable)
- Leaver Reason Code 01 (Graduated) verified
- Date Graduated entered (mm/dd/yyyy)
- Program of Study (Endorsement) recorded

## 4 PERFORMANCE ACKNOWLEDGEMENTS

- Dual Credit
  - Bilingualism and Biliteracy
  - AP/IB performance criteria met
  - PSAT, ACT-Plan, SAT, ACT criteria (if applicable)
  - Business and Industry Certification (IBC)
  - Other local performance acknowledgements
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- All earned acknowledgements recorded on Academic Achievement Record (AAR) and transcript per district policy
  - Meets TEA criteria and coding
  - Seal of Biliteracy verified (if earned)
  - Documentation retained

*Reference: TEC §28.025 and TEA Performance Acknowledgement resources*

## 5 CCMR VERIFICATION

*(Verify all that apply)*

- IBC earned date verified
- Certification name verified
- IBC recorded in PEIMS
- Associate Degree verified
- Postsecondary Certificate verified
- OnRamps verified
- TSIA2 verified
- SAT/ACT verified
- Dual Credit verified
- Military enlistment verified
- ECHS completion verified
- P-TECH completion verified
- Supporting documentation retained

*CCMR data supports college, career, and military readiness reporting.*

## 6 FAFSA / TASFA REQUIREMENT

- FAFSA completed
- TASFA completed
- Opt-out form on file
- Graduation committee exemption documented (if applicable)

*State graduation requirement under TEC §28.0258.*

## 7 CPR REQUIREMENT

- Student completed hands-on CPR instruction as required under TEC §28.0023
- Local documentation retained
- May be noted on transcript per district practice

*PEIMS does not collect a CPR indicator.*

## 8 PEACE OFFICER INTERACTION TRAINING

- Student received instruction regarding interaction with peace officers during traffic stops
- Documentation retained locally
- May be noted on transcript per district practice

*Not collected through PEIMS.*

## 9 ASSESSMENTS

- All EOC requirements met
- TSIA2 scores posted (if applicable)
- Individual Graduation Committee (IGC) requirements completed (if applicable)
- STAAR results accurate (if retained locally)
- Assessment exceptions documented (as applicable)

## 10 ACADEMIC ACHIEVEMENT RECORD (AAR)

- FHSP verified
- Endorsement(s) verified
- DLA verified, if earned
- Performance Acknowledgements verified
- Graduation seal and signatures completed per district procedures
- Texas First Early High School Completion Program verified (if applicable)
- AAR is complete and accurate
- Seal of Biliteracy listed (if earned)

## 11 PEIMS VERIFICATION

- Graduate Indicator verified
- School Leaver Reason Code 01 verified
- FHSP Participation verified
- Endorsement code(s) verified
- DLA indicator verified
- IBC data correct
- CCMR-related data verified
- No fatal errors – Summer PEIMS fatal-free before final lock

*Accurate PEIMS data ensures compliance with TEA data standards and supports funding, accountability, and reporting.*

## 12 COHORT VERIFICATION

- First-time 9th grade year verified
- Cohort year verified (Class of 2026, 2027, etc.)
- FHSP Cohort tracked correctly
- Student graduation plan aligns with cohort
- Early graduate identified correctly
- Summer graduate identified correctly
- Fifth-year graduates reviewed
- PEIMS enrollment history supports cohort assignment
- Leaver records reviewed for accuracy
- Cohort corrections submitted, if needed
- CCMR tracking aligned to correct cohort
- Accountability cohort reviewed

## 13 SPECIAL PROGRAMS & POSTSECONDARY CREDENTIALS

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| <p><b>ECHS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participation verified</li> <li><input type="checkbox"/> CCRSM Code 06 verified</li> <li><input type="checkbox"/> College partner documentation retained</li> <li><input type="checkbox"/> Completion verified</li> <li><input type="checkbox"/> Transcript notation verified per local policy</li> </ul> | <p><b>P-TECH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participation verified</li> <li><input type="checkbox"/> CCRSM Code 07 verified</li> <li><input type="checkbox"/> Industry partner documentation retained</li> <li><input type="checkbox"/> Completion verified</li> <li><input type="checkbox"/> Transcript notation verified per local policy</li> </ul> | <p><b>TEXAS FIRST EARLY HIGH SCHOOL COMPLETION PROGRAM</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Eligibility verified</li> <li><input type="checkbox"/> Completion documented</li> <li><input type="checkbox"/> Graduation timeline verified</li> <li><input type="checkbox"/> Transcript notation verified per local policy</li> </ul>                                               | <p><b>ASSOCIATE DEGREE &amp; POSTSECONDARY CREDENTIALS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Associate Degree earned</li> <li><input type="checkbox"/> Award date verified</li> <li><input type="checkbox"/> Postsecondary certificate verified</li> <li><input type="checkbox"/> Transcript notation verified per local policy</li> </ul> |
| <p><b>NEW TECH NETWORK</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participation verified</li> <li><input type="checkbox"/> Campus designation verified</li> <li><input type="checkbox"/> Program completion documented (if applicable)</li> <li><input type="checkbox"/> Transcript notation verified per local policy</li> </ul>                               | <p><b>MILITARY ENLISTMENT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Military enlistment documentation retained (if applicable)</li> <li><input type="checkbox"/> Military readiness indicator verified</li> <li><input type="checkbox"/> Transcript notation verified per local policy</li> </ul>                                                                 | <p><b>ONRAMPS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OnRamps course participation verified</li> <li><input type="checkbox"/> OnRamps outcomes verified</li> <li><input type="checkbox"/> Postsecondary credit earned verified</li> <li><input type="checkbox"/> Transcript reflects final OnRamps outcome</li> <li><input type="checkbox"/> CCMR documentation retained</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                              |
- Transcript notation verified per local policy for all applicable programs.

## 14 FINAL TRANSCRIPT REVIEW BEFORE LOCKING

- Transcript printed and reviewed
- AAR reviewed
- Graduation date verified
- Cohort verified
- GPA verified
- Rank verified
- Endorsements verified
- DLA verified
- Performance Acknowledgements verified
- IBC(s) verified
- Seal of Biliteracy verified (if earned)
- OnRamps outcomes verified
- Postsecondary credit verified
- FAFSA/TASFA requirement met
- CPR requirement met (if applicable)
- Associate Degree verified (if earned)
- Texas First Early High School Completion Program verified (if applicable)
- PEIMS coding verified
- ECHS/P-TECH designation verified (if applicable)
- Transcript reflects final college credit outcome
- Transcript sealed and finalized