

21.4 Standardized Student Transcript and Report Card	
Application: To All Department of Children's Services Education Employees, Youth Development Center Superintendent, Principal, Teachers, and Other Education Personnel	
Authority: TCA 37-5-105; 37-5-106	Standards: None
Commissioner:	Date:
Original Effective Date: 11/01/98 Current Effective Date: 04/21/15	Supersedes: 01/01/13 Last Review Date: 04/21/15
Glossary: None	

Policy Statement:

A standardized transcript shall be used at the YDC approved school to report student information to other school systems. Student academic grades shall be reported regularly and consistently during the school year to each student and to his or her parents if the student is less than 18 years of age.

Purpose:

To ensure that DCS approved schools report student progress utilizing transcripts and report cards consistent with the rules and regulations of the Tennessee Department of Education.

Procedures:

A. School year

The DCS Director of Education must send the YDC principal a yearly schedule that includes beginning and end dates for each school year. This schedule is identified as the school calendar.

B. Transcript

The DCS School System school must use a standard transcript form. This form may be generated from the student management system.

C. DCS credits and grades

A transcript sent to a school or agency outside of DCS must report:

1. All courses taken in the DCS school system and accumulated courses to date;
2. Number of days present for current courses in progress; and
3. Grade earned in each course.

D. Previous credits

DCS transcripts must list the credit information received from all previous schools attended.

E. Course listings

DCS transcripts must list specific titles for high school courses as described in the State Department of Education's Correlations of Course Codes and Endorsement Codes for the current year (titles such as "math," "social studies," and "vocation" are not specific).

F. Report card

1. Standard form

A standard form must be used to report grades to students and parents. This form may be generated from the student management system.

2. Contents of Cumulative Report Card

a) Each grading period must be represented on the Individual Student Cumulative Report Card by a column in which the following are recorded:

- ◆ Date the period ended,
- ◆ Student's grade, and
- ◆ Number of days present in class.

b) The columns for reporting grades are located to the right of the column in which the course name is listed.

c) The first column reports grades from the first grading period; the second column reports grades from the second grading period, etc.

3. Continuing vs. new report card

a) One report card is used for each grading period until the school year ends or until the student is released, whichever comes first.

b) A student re-entering the facility school is issued a new card.

G. Grading period

The school calendar will include report card due dates.

H. Records

The original of the Individual Student Report Card must be maintained in the student's education file which is a part of the master DCS case file.

I. IEP progress

At each grading period, any student with an Individual Education Plan (IEP) must have documentation summarizing progress made toward meeting IEP objectives.

Forms:

None

Collateral Documents:

State Department of Education's Correlations of Course Codes and Endorsement Codes <https://publications.tnsosfiles.com/rules/0520/0520.htm>