

SITE OPERATIONS CIRCULAR NO. 2003
Office of Secondary Schools

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 24, 2017

To: High School Administrators, High School Counselors, High School Registrars

Subject: Evaluation of Foreign Transcripts

Department and/or Persons Concerned: High School Administrators, High School Counselors, High School Registrars

Attachment(s): International School History Form (Attachment 1)
International Transcript Evaluation (Attachment 2)

Reference: Administrative Procedure 4770: Graduation from Senior High Schools

Action Requested: Review revised procedure for evaluation of foreign transcripts; implement as needed.

Brief Explanation:

The Office of Secondary Schools will continue to process the evaluation of transcripts from selected foreign countries. This process will help to ensure districtwide consistency in awarding high school graduation credits to students entering San Diego Unified School District from the following countries:

- Africa
- Australia
- China
- Japan
- Middle East (Bahrain, Cyprus, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Oman, Qatar, Saudi Arabia, Tunisia, Turkey, United Arab Emirates, Yemen)
- South America (Argentina, Aruba, Bolivia, Brazil, Chile, Colombia, Curaçao, Dutch Caribbean, Ecuador, Falkland Islands, French Guiana, Guyana, Paraguay, Peru, Suriname, Trinidad and Tobago, Uruguay, Venezuela)

Registrars will continue to be responsible for evaluating transcripts from countries that are not included on this list (e.g., Mexico, Canada, European Countries).

Questions about foreign transcripts from any country should be directed to Veronica Ortega at vortega1@sandi.net.

Implementation

1. Registrar welcomes the foreign family upon enrollment.
2. Registrar provides student's parent/guardian with the form, "International School History Form," (Attachment 1) to complete.
3. Registrar scans and emails the student's out-of-country transcript(s) along with the completed International School History form to Veronica Ortega at vortega1@sandi.net.
4. Registrar/Counselor assigns the student to classes based on grade level and credits/grades earned. An assessment of English and mathematics levels may be needed (site discretion).
5. The Office of Secondary Schools will evaluate the transcript(s) and notify site registrar of status within 10 working days.
6. The Office of Secondary Schools will return the recommended transcription on the "International Transcript Evaluation" form (Attachment 2) to the registrar for entry of approved courses into PowerSchool Academic History.
7. If evaluation requires any schedule change for student, registrar will inform counselor of the need to modify the student's schedule to ensure the student does not repeat any course in which the student already earned a "C" or better grade.

NOTE: A maximum of 8 credits per semester can be awarded.

For additional information regarding evaluation of foreign transcripts, contact the Veronica Ortega (vortega1@sandi.net).

APPROVED:



Cheryl Hibbeln
Executive Director
Office of Secondary Schools