

**SITE OPERATIONS CIRCULAR NO. 1008**

Office of Secondary Schools

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 15, 2016

**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

**Reference:** Administrative Procedure 4770: Graduation from Senior High Schools

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

**Brief Explanation:**

In 2016-17 the Office of Secondary Schools is establishing a new process for evaluation of transcripts from selected foreign countries. This process will help to assure 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 to evaluate 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 [vortegal@sandi.net](mailto:vortegal@sandi.net).

### **Implementation**

1. Registrar welcomes the foreign family upon enrollment.
2. Registrar provides student's parent/guardian with the form, "International School History," to complete.
3. Registrar scans and emails the student's transcript along with the completed International School History form to Veronica Ortega at [vortega1@sandi.net](mailto:vortega1@sandi.net).
4. Registrar assigns the student to classes based on his or her grade level.
5. The Office of Secondary Schools will evaluate the transcript within 5 working days.
6. The Office of Secondary Schools will return the transcript along with an "International Transcript Evaluation" to the registrar for entry of approved courses into PowerSchool as indicated on the form.
7. If evaluation requires any schedule change for student, Registrar will inform Counselor of the need to modify the student's schedule.

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

For additional information regarding evaluation of foreign transcripts, contact Veronica Ortega [vortega1@sandi.net](mailto:vortega1@sandi.net).

APPROVED:



Cheryl Hibbeln  
Executive Director  
Office of Secondary Schools

Attachments (2)

San Diego Unified School District  
Office of Secondary Schools

### International School History Form

Student Name: \_\_\_\_\_ Last grade level: \_\_\_\_\_ Date: \_\_\_\_\_

International School: \_\_\_\_\_

Address: \_\_\_\_\_ City and Country: \_\_\_\_\_

International School Telephone: \_\_\_\_\_

International School Email: \_\_\_\_\_

Provide: legend of grading system; what mark if failing; what is an excellent mark? \_\_\_\_\_

Parent(s) name(s): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email \_\_\_\_\_

Student speaks and understands what language(s)? \_\_\_\_\_

Parent speaks and understands what language(s)? \_\_\_\_\_

- What year did student first start school? \_\_\_\_\_ (example 2003 grade 1)
- How many years before the university level? \_\_\_\_\_
- How many school years are mandatory? 10, 11, 12 or 13 (circle one)
- What month does the school year begin? \_\_\_\_\_
- What month does the school year end? \_\_\_\_\_
- What months is the school break? \_\_\_\_\_
- What courses would your student be enrolled if you stay the next school year?

\_\_\_\_\_  
\_\_\_\_\_

- What courses are taught integrated? \_\_\_\_\_
- Mathematics Level \_\_\_\_\_ Hours per week \_\_\_\_\_
- Social Studies \_\_\_\_\_ Hours per week \_\_\_\_\_
- Science \_\_\_\_\_ Hours per week \_\_\_\_\_
- Home Language \_\_\_\_\_ Hours per week \_\_\_\_\_
- Other Language \_\_\_\_\_ Hours per week \_\_\_\_\_
- Electives \_\_\_\_\_ Hours per week \_\_\_\_\_
- Electives \_\_\_\_\_ Hours per week \_\_\_\_\_

I have provided an official transcript from my school. Yes No (circle one)

If NO, an official transcript must be provided within 30 days of the above date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I have answered the above questions to the best of my knowledge:

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

**Email completed form with transcript to Veronica Ortega at [vortega1@sandi.net](mailto:vortega1@sandi.net).**

San Diego Unified School District  
Office of Secondary Schools

**International Transcript Evaluation**

**Student Name:** \_\_\_\_\_ **Grade Level** \_\_\_\_\_ **Country** \_\_\_\_\_

**A. HISTORY**

\_\_\_\_\_ 6500 History \_\_\_\_\_

\_\_\_\_\_ 6605-6 World History 1,2

\_\_\_\_\_ 6538-9 Geography 1,2

**B. ENGLISH**

\_\_\_\_\_ 1500 English \_\_\_\_\_

\_\_\_\_\_ 1540-1 English 1,2

\_\_\_\_\_ 1570-1 English 3,4

**C. MATHEMATICS**

\_\_\_\_\_ 4000 Mathematics \_\_\_\_\_

\_\_\_\_\_ 4157-8 IntgMth 1 A-B

\_\_\_\_\_ 4159-0 IntgMth II A-B

\_\_\_\_\_ 4163-4 IntgMth III A-B

\_\_\_\_\_ 4041-2 Algebra 1-2

\_\_\_\_\_ 4141-2 Geometry 1-2

\_\_\_\_\_ 4151-2 IntAlg 1-2

**D. SCIENCE**

\_\_\_\_\_ 6000 Science \_\_\_\_\_

\_\_\_\_\_ 6111-2 Biology 1,2

\_\_\_\_\_ 6211-2 Chemistry 1,2

\_\_\_\_\_ 6311-2 Physics 1,2

\_\_\_\_\_ 6023-4 Earth Science 1,2

**Evaluated by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**E. ELECTIVES**

\_\_\_\_\_ 1400 Fine Arts \_\_\_\_\_

\_\_\_\_\_ 3500 Industrial Arts \_\_\_\_\_

\_\_\_\_\_ 4400 Computer \_\_\_\_\_

\_\_\_\_\_ 0500 Business \_\_\_\_\_

\_\_\_\_\_ 1000 Family Studies \_\_\_\_\_

\_\_\_\_\_ 2500 Health \_\_\_\_\_

**F. Language Other than English (LOTE)**

\_\_\_\_\_ 2000 World Language \_\_\_\_\_

\_\_\_\_\_ 2321-8 Spanish

\_\_\_\_\_ 2395-8 Filipino 1-4

\_\_\_\_\_ 2351-6 Mandarin Chinese

\_\_\_\_\_ Other \_\_\_\_\_

**G. Physical Education**

\_\_\_\_\_ 5500 PE \_\_\_\_\_

\_\_\_\_\_ 5503-4 9<sup>th</sup>

\_\_\_\_\_ 5701-2 10<sup>th</sup>

\_\_\_\_\_ 5703-4 11<sup>th</sup>

**Proposed Schedule:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_