TRANSCRIPT UPDATE FORM

Student name: _____   Student ID#: _____   Date: _____

Requester name: _____   Requester title: _____

Reason for Transcript Update *This form is incomplete without the supporting documentation listed and the principal's signature. Attach originals or photocopies to this form and retain permanently for future reference.*		Required Documentation
Add a new course	☐ Transfer Credit(s) from another school or program	☐ (1) Official transcript from student's previous school/institution (translated into English if in another language) **AND** ☐ (2) Transfer credit equivalency form
	☐ LOTE credit(s) for documented residence and school attendance in an "other-than-English-speaking" environment	☐ Record of student residency and school attendance (e.g. the transcript from the previous school, report card, or letter of enrollment)
	☐ Credit-by-examination	☐ Documentation of completed project or oral exam (e.g. rubric, copy of assignments)
	☐ Participation in PSAL or other school-based team or physical activity for PE credit, in accordance with New York State and City PE policy	☐ (1) Student log of practice hours **AND** ☐ (2) Roster signed by coach
	☐ Service hours documenting student's progress toward the service seal	☐ Service hours worksheet
Change an existing grade	☐ Annualization update	☐ Written grading policy explaining when annualization is appropriate
	☐ Grade calculation/entry error	☐ Teacher's grade book (photocopy or printout is sufficient)
	☐ Grade update based on completion of outstanding coursework (marks of incomplete ['NX'] or recent admit ['NL'] only; this may not be used for credit recovery)	☐ (1) Teacher's grade book **AND** ☐ (2) Written grading policy explaining school's policy for use of these marks
	☐ Principal change in accordance with contract	☐ Rationale for grade change from principal
Add or change exam	☐ 11th or 12th grade new admit waiver for Global History & Geography Regents or 12th grade new admit waiver for science Regents ['WA']	The student's admission and discharge history in ATS serves as evidence; therefore no additional documentation is required.
	☐ Regents exam completed at a non-DOE school in New York State	☐ Student's Regents exam cover sheet **OR** official transcript from the New York State school with the Regents exam grade
	☐ New York State-approved alternative to a Regents exam ['WX']	☐ Student's exam score report
	☐ Performance-Based Assessment Task (PBAT) for approved schools	☐ PBAT cover sheet or rubric with final score
	☐ Successful appeal to graduate with a low score on a Regents exam ['WG']	Superintendent approval of these appeals is documented via the RQSA screen in ATS; therefore no additional documentation is required.
Remove an exam or course	☐ Remove an exam due to duplication or error ☐ Remove a course due to duplication or error	☐ Rationale and explanation

(over please)

(Complete and/or attach Transfer credit equivalency form).

Term	Year	Course Code	Course Title	Original Grade/Score (if applicable)	New Grade or Score (if applicable)	Credit (if applicable)

Required Signatures

Requestor Name: _____ Requester Signature: _____

Date: _____

Principal Name: _____ Principal Signature: _____

Date: _____

For School Office Use	Date Entered in STARS:
Entered by name/title ("requester")	
Approved by name/title ("approver")	