

POLICY

Graduation Requirements

Credit for courses for high school graduation may be earned only if the student received a grade equivalent to 70 on a scale of 100, based upon the essential knowledge and skills of each course. Credit earned toward state graduation requirements in an accredited school district shall be transferable and must be accepted by any other school in the state.

19 TAC 74.26(a)(1), (c).

Academic Achievement Record

Heritage Academy shall use the academic achievement record (transcript) form designated by the Commissioner of Education (“Commissioner”). This form shall serve as the academic record for each student and shall be maintained permanently by Heritage Academy.

Any credit earned by a student must be recorded on the academic achievement record, regardless of when the credit was earned. A student’s performance on a state assessment, including an end-of-course assessment instrument required under Education Code 39.023(c), must be included in the student’s academic achievement record.

Copies of the record shall be made available to students transferring to another public school. Heritage Academy shall respond promptly to all requests for student records from receiving schools.

Education Code 28.025(e), 39.023(c-5); 19 TAC 74.14(b)–(c), 101.81(c).

Transcript Seals

Students who complete high school graduation requirements shall have attached to the academic achievement record the State Board-approved seal.

19 TAC 74.14(d).

Endorsement

Students who complete the requirements for an endorsement shall have the endorsement clearly indicated on the academic achievement record (transcript) and on the diploma.

Performance Acknowledgment

Students who earn a performance acknowledgment shall have the performance acknowledgment clearly indicated on the academic achievement record (transcript) and on the diploma.

Distinguished Level of Achievement

Students who earn the distinguished level of achievement shall have the distinguished level of achievement clearly indicated on the academic achievement record (transcript) and on the diploma.

Education Code 28.025(e-1); 19 TAC 74.5(f)-(h), .11(b).

Certificate of Coursework Completion

A student who completes all graduation requirements except for required exit-level examinations may be issued a certificate of coursework completion. The academic achievement record shall include a notation of the date a certificate of completion was issued to the student.

Heritage Academy may allow a student who receives a certificate to participate in a graduation with students receiving high school diplomas.

19 TAC 74.5(i).