

Routing: High School Principals High School Associate Principals High School Registrars High School Counselors HS Enrollment Clerks	SITE OPERATIONS BULLETIN School Year 2023-2024	BULLETIN NUMBER: 121 DATE: January 4, 2024 DUE DATE: YEARLY
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Title: EVALUATION OF INTERNATIONAL TRANSCRIPTS

Issuing Department: Counseling & Guidance

Reference: [Administrative Regulation 6146.1](#); [Course of Study, TK-12](#)

Summary: School personnel will follow the procedures identified in this bulletin for international students to receive appropriate credit for courses taken.

Brief Explanation:

The purpose of this bulletin is to provide a uniform procedure for granting credit for subjects studied in other countries to increase consistency, improve fairness, and support student's efforts to graduate. The international transcripts must show that the subjects were studied at the secondary level. Credits will be granted for subjects equivalent to those listed in the [Course of Study, TK-12](#), as appropriate.

The Counseling and Guidance Department will continue to support the evaluation of international transcripts by providing training to registrars, updating policies, monitoring implementation, and transcribing for sites when needed.

Upon the enrollment of an international student:

- 1) Enrollment clerk welcomes family and provides an enrollment packet that includes the "International School History Form," to be completed by parent/guardian
- 2) Enrollment clerks must always request an original official transcript from the parent/guardian. Sites may accept a copy of the transcripts in lieu of an original, if circumstances prevent the family from requesting an original copy
- 3) Enrollment clerk will make copies of all documents, then email the copies to the registrar and counselor. The original documents are retained by parent/guardian
- 4) Registrar will review the documents for completion and request additional information from the parent/guardian if needed, then transcribe (or send to vortegal@sandi.net for support with transcription)
- 5) Counselor will schedule the student in classes based on grade level progression or age (if no transcripts provided)
- 6) If the transcript(s) is not in English, it may need to be translated into English prior to the evaluation. Translation services must be offered to all families from all countries. The registrar will use one of the following as translation options:
 - Transcribe using Google Translate

- Send to SDUSD Translation's Department ([link to the process/procedures to submit request](#))
 - Or send to vortegal@sandi.net for support and transcribing
- 7) A total of 8 credits per semester maximum (16 per year), unless there is documentation and verification of seat time / hours per week per course
 - 8) Copies along with the transcription will remain in student's cum file
 - 9) Grade placement is based on the evaluation of transcript, progression of education, or by age
 - 10) Credit will be issued based on seat time/hours per week in class. The Registrar will utilize the [NCAA International Academic Standards](#) to determine the specific country's hours per week allocation for each subject. The completion of the "[International School History Form](#)" by the parent/guardian should confirm the seat time hours
 - 11) Registrar will utilize "[A Guide for the Placement and Transcript Evaluation of Foreign-Born Students](#)" to determine their country's education system grade level and grading scale equivalents.
 - 12) Registrar will determine the courses that will transfer and match them to those offered in the District
 - 13) English courses taken out-of-country, in an American school, or in a school where the mode of instruction is English, English credit is issued (i.e. 1540-1541; 1570-1571)
 - 14) English courses taken out-of-country in non-English speaking schools will be issued English elective credit. Registrar will transcribe using 1500 course code and change the titles as follows: ENG 9 (for both semesters); ENG 10 (for both semesters)
 - 15) Language literature courses taken in a language other than English, LOTE credit will be issued (i.e. Spanish Literature in a Spanish speaking country, issue Spanish 3-4 for 9th grade)
 - 16) No credit can be awarded for American Literature, U.S. History, or American Government, unless the school was taught in English and a course description that aligns with these specific courses is provided and verified
 - 17) Geography and History of a particular country will provide social studies elective credit. World History credit will be issued if a transcript reflects "Social Studies" or "History" without a specific country listed
 - 18) Integrated Science will be awarded when students take the three sciences: Biology, Chemistry, and Physics in the same year - combined credit, which will count for SDUSD science graduation requirements per [Bulletin #112: Issuance of Science Credit for Out-of-District, Out-of-State, and Out-of-Country Transfer Students](#)
 - 19) Integrated Math will be issued for "Mathematics," sequential based on grade level
 - 20) Registrar will load the credits transcribed into PowerSchool Historical Grades PowerSchool Academic History. [Link to Academic History Handbook](#).
 - 21) Upon completion of the transcription, the Registrar will provide a copy of the transcription to the appropriate counselor
 - 22) Counselor will review the transcription and determine if a schedule change is necessary
 - 23) Transcriptions should be completed within 10 school days

If District support is needed, the Registrar will scan the transcript (and any supporting documents) to vortegal@sandi.net and allow up to two weeks for processing.

Appeal Process:

If a parent/student wants to appeal the courses awarded or grades issued on the international evaluation, please follow this process:

- 1) Parent/guardian/student will request additional information (e.g., syllabus/course description, grading scale) directly from the school attended outside the U.S. and provide to the Registrar
- 2) The Registrar will forward the course description and/or syllabus with grading scale to Counseling & Guidance - email vortegal@sandi.net for review
- 3) Counseling & Guidance will email the Registrar with the final decision
- 4) The Registrar will revise the evaluation based on the new information received, as needed

For more information about this bulletin, contact:

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