



Clark County School District  
**Foreign Transcript Evaluation 2021-2022**  
English Language Learner Division

**Overview**

The English Language Learner Division (ELLD) evaluates foreign transcripts for new middle and high school students entering the Clark County School District (CCSD) from foreign countries. Foreign transcript evaluations assist school registrars and counselors in establishing appropriate grade-level placement, determining equivalent CCSD credits, and assigning the most suitable student schedule to facilitate graduation.

Note: This service does not apply to foreign exchange students or students studying abroad in schools sponsored by the Department of Defense Education Activity agency.

The evaluation process involves determining:

- A. Course curriculum for classes taken abroad in comparison with similar curriculum of CCSD courses.
- B. Accreditation based upon credit requirements from the foreign Ministry of Education in comparison with CCSD course credit values.
- C. Equivalent CCSD grade level and course grades are determined based upon the various foreign educational systems.

**Accreditation Process**

Information obtained from the Ministry of Education of each country is used to determine accreditation, and the number of credits each course earns. Accreditation throughout the world is determined by the number of minutes per day, the number of days per week, and the number of weeks per year that a course meets.

Example: A student who attends physical education (P.E.) for 50 minutes per day, for two-three times a week, for 36 weeks (approximate number of weeks per school year) may earn only .5 credit per year for a course, while another student who attends P.E. for 50 minutes per day, for the entire school year, may earn 1.0 credit.

**Official Transcripts**

The parent/guardian and student are responsible for obtaining official transcripts with school seal and authorized signature from the departed country of origin in a timely manner. Students should submit all transcripts that need to be evaluated at the same time to ensure proper analysis and reduce possible foreign transcript evaluation costs.

**Transcripts Translated into English**

Transcripts not submitted in English may result in a delayed evaluation and inappropriate class scheduling.

**Graduation Requirements**

Students who enter CCSD from a foreign country are subject to the same graduation requirements as other CCSD students. Foreign students may be credit deficient in such areas as U.S. History, U.S.

Government, and English in which school curriculum from foreign countries is different than that offered and required for graduation in CCSD.

### ***Graduation from a Foreign Country***

In accordance with the Nevada Revised Statutes (NRS) and CCSD Policy 5111.1, students who have previously graduated from high school in a foreign country may not be enrolled.

### ***Required CCSD Forms***

In order for the transcript to be evaluated by the ELLD Foreign Transcript Analyst, the school registrar provides the new student with the CCSD Foreign Student Transcript Evaluation Form. The form is available in Arabic, English, Farsi, Spanish, and Swahili. The form must be completed in its entirety and signed by the parent/guardian and student before foreign transcripts can be evaluated. The school registrar submits the required form and the transcripts to the ELLD Transcript Analyst for evaluation. Incomplete forms and transcripts that are not legible or not a complete copy will be returned and may delay the evaluation completion.

### ***Course Content***

In evaluating transcripts from foreign countries, great care is taken to match courses and accreditation included on foreign transcripts to courses and credit allotments in CCSD. To receive credit, curriculum content from courses taken in a foreign country must parallel the curriculum content in CCSD courses. If transcripts do not specifically list course names, and information submitted does not include a description of the course curriculum, a more general CCSD course code will be used.

### ***Final Results and Transcription Challenges***

While every effort is made to transcribe a student's foreign transcript consistently and adequately in a manner that benefits the student, transcripts are official documents and must be treated as such. Consequently, a transcript analysis may not produce the results that families expect. Parents/guardians have 30 days within which they can challenge a transcript analysis. Forms for the evaluation challenge can be obtained from the registrar at the CCSD middle and high school the student attends.

### ***English Language Learner Division Contact***

Cindy Flores, Coordinator  
English Language Learner Division  
(702) 799-2137 ext. 5246

Jennifer Brown  
Project Facilitator, Foreign Transcript Analyst  
3950 S. Pecos-McLeod Rd.  
Las Vegas, NV 89121  
702-799-2137 ext. 5410  
[elltranscripts@nv.ccsd.net](mailto:elltranscripts@nv.ccsd.net)