



**Minimum Standards  
for the  
Academic Achievement Record**

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2012

MINIMUM STANDARDS FOR THE  
ACADEMIC ACHIEVEMENT RECORD

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2012  
MINIMUM STANDARDS FOR THE  
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**1.1 Authority and Format**

- (a) Each school district shall report the academic achievement record of students who have completed a minimum, recommended, or advanced (distinguished) high school program on transcript forms adopted by the State Board of Education (SBOE) ([TEC §28.025\(e\)](#)). The words *academic achievement record* and *transcript* are interchangeable in this document. The Academic Achievement Record (AAR) is an official and permanent record of a student's academic performance during high school and, in some cases, of high school courses completed prior to high school ([19 TAC §74.14](#)). Entries on this official record of actual courses taken, grades earned, credit awarded, and codes denoting special explanations must be consistent with teachers' records and the student's Individualized Education Program (IEP), when applicable. Entries may not be altered or removed except to correct errors. Error corrections must be fully explained in the student's permanent record. Failure to maintain the AAR accurately or any attempt to alter the document with intent to use it for fraudulent purposes is a misdemeanor ([TEC §25.001\(h\)](#)). An AAR must be maintained for each student enrolled in a high school program.
- (b) The required standard content of the AAR is provided in this document along with approved seal designs to distinguish among the three high school programs ([TEC §28.025\(e\)](#) and [19 TAC §74.14\(a\)](#)).
- (c) There are no requirements concerning the format or medium of the AAR; however, the standard content **must** be complete and unaltered. Requested AARs must be transferred to other Texas public school districts and charters and institutions of higher education through the Texas Records Exchange (TREx) system ([TEC §7.010](#)).

**1.2 Rights of Access to the Academic Achievement Record**

- (a) The federal Family Educational Rights and Privacy Act (FERPA) ([20 U.S.C. §1232g](#); [34 CFR Part 99](#)) and the [Texas Attorney General Open Records Decision Number 152, Obligation to Make Available Copies of Student Education Records, January 28, 1977](#), mandate that students and their parents have an undeniable right to the AAR ([TEC §26.004](#)). It is illegal to withhold the transcript because the student or the family owes money to the school or for any other reason. The student/guardian has a right to an exact, unaltered replica of the original file document, including any signatures, embossed stamps, school seals, or other certifying documentation already affixed to the AAR. A school must not alter the AAR in any way when providing a copy to a student/guardian. An AAR provided to a student/guardian **may not** be marked *unofficial*.
- (b) Universities or other entities that request official copies of the AAR directly from school districts are responsible for obtaining authority from students for the release of such records. Students may also request direct transmittal of official copies to colleges or to prospective employers. An official AAR provided by the school district may be differentiated from the copy given to the student/guardian. The words *Official Copy* imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. A transcript copy should be marked or stamped *Official Copy* only at the time of its authorized release from the school district directly to another institution or student-approved recipient, excluding parents/guardians. This stamp or mark is never put on the original file document and must not be placed on the copy provided to the student/guardian. The principal, registrar, or his/her designee may also print or type his or her name and title and sign and date the AAR. An appropriately secure electronic signature or an embossed school seal may also be used on official copies of the AAR along with the *Official Copy* designation.

The AAR **may** be withheld from a university or entity other than the student/guardian or another public school district/charter school if a student owes the district money related to instructional materials provided through a district's instructional materials allotment ([TEC §31.104\(d\)](#)).

- (c) Districts must ensure that official copies of transcripts are made available to schools to which students transfer. As the transcript is important for a student's appropriate placement and continued education and the right of access to the transcript is protected by law, the AAR **may not** be withheld from another school district or charter school for any reason. The transcript must be forwarded to the receiving district within ten (10) days of the sending district's receipt of a request for the student record ([TEC §25.002](#)).
- (d) As of May 16, 2008, requested AARs must be transferred through the TReX system ([TEC §7.010](#)). The TReX system permits the electronic transfer of student records between Texas public schools as well as the electronic transfer of high school transcripts from Texas public schools to Texas public colleges and universities that use the UT SPEEDE server services. An AAR requested by entities not required to participate in the TReX system may be mailed, faxed, or delivered via other appropriate means. For more information, visit the TReX webpage at <http://www.tea.state.tx.us/index4.aspx?id=3190>.
- (e) A transcript, diploma, or other record prepared for a foreign exchange student may require special certification. Normally, the International Exchange Regional Coordinator can identify the documentation required by a specific country. In some cases, an Apostille of The Hague is required. In Texas, an Apostille is a letter from the Office of the Secretary of State certifying that the Notary Public who validated the authenticity of the signature on the transcript has a current license. The Secretary of State charges a fee for each Apostille. For further information about the detailed procedures, contact the Texas Secretary of State's Authentications Unit by email at [authentications@sos.state.tx.us](mailto:authentications@sos.state.tx.us) or by telephone at (512) 463-5705.

### 1.3 Source of Forms

Each district is responsible for reproducing the AAR form in sufficient quantities. Forms may be obtained from local print shops, through bulk purchases by schools or regional education service centers (ESCs), or from automated systems. The Texas Education Agency (TEA) does not provide blank AAR forms.

### 1.4 Diploma and Certificate of Completion

- (a) The year in which a student enters ninth grade determines the graduation requirements he/she must complete to receive a high school diploma ([TAC Chapter 74](#)).

The AAR is used to differentiate individual accomplishments, achievements, and high school program completion ([TAC §74.11\(a\)](#) and [§74.14\(a\)](#)). A standard, undifferentiated high school diploma is awarded to all students who have completed one of the three high school programs and have met state assessment requirements. This includes students receiving special education services who complete the graduation requirements specified in their IEPs.

For students receiving special education services, an admission, review, and dismissal (ARD) committee defines the high school program and ensures that course content meets credit and curriculum requirements for each student. Courses with modified content apply to the Minimum High School Program (MHSP) *only* and cannot be counted toward the Recommended High School Program (RHSP) or the Distinguished Achievement Program (DAP) ([TAC §74.61\(e\)](#)). Please note that a modification to a physical education course does not prohibit a student from completing either the RHSP or the DAP. A student with a physical limitation must still demonstrate proficiency in the relevant knowledge and skills in a physical education course that do not require physical activity ([TAC Chapter 74](#)).

Students with disabilities are required to meet the district standard set for all students even if those standards exceed state standards. More information regarding graduation paths for

students who receive special education services can be found in [TAC §89.1070](#) or <http://www.tea.state.tx.us/idea/gradguidance/>.

- (b) Diplomas are not awarded to students who pass the General Educational Development (GED) exams unless they also complete the requirements of one of the high school programs and meet the state assessment requirements.
- (c) Districts have the option of awarding a certificate of coursework completion to a student who has successfully completed all course work requirements but who has failed to meet the state assessment requirements ([TEC §28.025\(d\)](#)). Please note that this certificate is not equivalent to a diploma and does not prohibit a student from earning a diploma if he/she successfully completes assessment requirements at a later date.
- (d) Districts must issue a certificate of attendance to a student who receives special education services and who has completed four years of high school but has not completed the student's IEP ([TEC §28.025\(f\)](#)). Note that this certificate is not equivalent to either a diploma or a certificate of coursework completion and does not prohibit a student from earning one or both of those documents at a later date.

### 1.5 Seals to Indicate Completion of Graduation Programs

- (a) All Texas high school graduates complete the Minimum High School Program (MHSP), the Recommended High School Program (RHSP), or the Distinguished Achievement Program (DAP). For specific descriptions of the three Texas high school programs, see Texas Administrative Code (TAC), [Chapter 74, Subchapters E, F, and G](#), Graduation Requirements.
- (b) The program seals approved by the SBOE for the AAR denote which of the three high school programs the student completed. One of the seals must be affixed to each student's AAR to indicate which of the high school programs the student completed ([TAC §74.14\(d\)](#)). School districts are responsible for obtaining the seals for students' transcripts. Copies of the program seals are available in Appendix A of this document and on the TEA website at <http://www.tea.state.tx.us/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=5972>.
- (c) A notation of *Completion of IEP* **may not** be used in place of one of the three SBOE-approved high school program seals. Each student's AAR must note which SBOE-approved high school program the student completed.

### 1.6 Retention and Protection

- (a) The AAR is an official document and must be maintained **permanently** by the district ([TAC §74.14\(b\)](#)) in accordance with the Texas State Library and Archives Commission's *Retention Schedule for Records of Public School Districts*. This retention schedule can be accessed at <http://www.tsl.state.tx.us/slr/recordspubs/sd.html>.
- (b) The Texas State Library and Archives Commission is responsible for establishing rules for retention and electronic storage of public records. Copies of these rules may be accessed at <https://www.tsl.state.tx.us/slr/recordspubs/localretention.html>. The State and Local Records Management Division may be contacted by email at [slrinfo@tsl.state.tx.us](mailto:slrinfo@tsl.state.tx.us) or by telephone at (512) 421-7200.  
  
Each district is required by law to appoint a Records Management Officer and to notify the Texas State Library and Archives Commission of the name of this officer.
- (c) Districts must protect the private information on the AAR from access by unauthorized individuals or institutions ([20 U.S.C. §1232g](#); [34 CFR Part 99](#)).

## 1.7 Course Numbers and Titles

- (a) The course numbers, titles, and standard title abbreviations of state-approved courses used on the AAR are prescribed in the Public Education Information Management System (PEIMS) Code Table C022 found at <http://www.tea.state.tx.us/index4.aspx?id=7189>.

Use of these prescribed numbers, titles, and abbreviations is required for participation in the TREx system.

- (b) Unique codes exist in the [PEIMS Code Table C022](#) for use in the event that an ARD committee determines that content for certain required foundation subject courses must be modified in order for the student to be successful in those courses. The courses with unique codes indicating modified content are limited to those courses for which a State of Texas Assessments of Academic Readiness (STAAR) end-of-course (EOC) exam exists. A student first entering ninth grade in the 2011-2012 school year or later who completes a modified version of one of these courses must participate in the modified EOC exam (if a modified version exists).

The modified course content codes exist for reporting purposes. The student's AAR should indicate the *SBOE-adopted* name of the required course and the *modified* PEIMS code as in the following examples:

	S1	S2	Av	Cr
<b>English Language Arts</b>				
English I 03220105 (ENG 1)	89	92	91	1
<b>Mathematics</b>				
Algebra I 03100505 (ALG 1)	75	85	80	1

- (c) Unique codes exist in the [PEIMS Code Table C022](#) for use in the event that an ARD committee determines that in order for the student to be successful in a course, the course must consist of alternate content aligned to the TEKS for the course. The courses with unique codes indicating TEKS-based alternate content are limited to those courses for which a State of Texas Assessments of Academic Readiness (STAAR) end-of-course (EOC) exam exists. A student first entering grade nine in the 2011-2012 school year or later who completes an alternate version of one of these courses must participate in the alternate EOC exam (if an alternate version exists).

The alternate course content codes exist for reporting purposes. The student's AAR should indicate the *SBOE-adopted* name of the required course and the *alternate* PEIMS code as in the following examples:

	S1	S2	Av	Cr
<b>English Language Arts</b>				
English I 03220107 (ENG 1)	89	92	91	1
<b>Mathematics</b>				
Algebra I 03100507 (ALG 1)	75	85	80	1

*Please note: All twelve (12) of the new modified and alternate codes referenced in (b) and (c) must be used beginning in the 2012-2013 school year for all students receiving special education services and completing a modified or alternate version of the corresponding course, including those students who are in grades 10, 11, and 12 who are graduating under the Texas Assessment of Knowledge and Skills (TAKS) requirements.*

- (d) **In the 2011-2012 school year**, courses other than those with an EOC exam that have been modified in content as a result of an ARD committee decision for a student receiving special education services should be coded in one of two ways, as appropriate:
- (1) Districts may code a modified course using the standard course code available in the [PEIMS Code Table C022](#). These courses may be coded *in the student's permanent*

record with the Special Explanation Code "V." However, the "V" code **must not** be printed on the AAR. These standard courses with modified content may count toward state graduation credit according to the specifications in the student's IEP and apply only to the MHSP. See [Section 1.14](#) for more information.

- (2) Districts may code a modified course using the codes currently available for locally developed courses that an ARD committee has determined are appropriate substitutions for SBOE-approved courses. The course number must begin with the number 9 (9XXXXXXX) as specified in the [PEIMS Code Table C022](#).

Districts may determine the most appropriate coding option based on the extent of the modifications.

- (e) The following types of courses may be developed and implemented locally with no state-level approval:
- A course in which any student may participate but may not receive state credit towards graduation
  - For students who entered grade 9 *prior to the 2011-2012* school year, a course in which any student may participate that is identified through an IEP as an appropriate alternative to a course that meets state graduation requirements. See [Special Instructions](#) in box on the following page for more information.

All locally developed courses must be assigned an eight-digit service ID number. This number may be a combination of letters and numbers, the last three digits of which are assigned locally.

[PEIMS Code Table C022](#)

Locally Developed Course Codes	
84000XXX	Locally Developed Course - English Language Arts
84100XXX	Locally Developed Course - Mathematics
84200XXX	Locally Developed Course - Physical Education
84300XXX	Locally Developed Course - Health
84400XXX	Locally Developed Course - Social Studies
84500XXX	Locally Developed Course - Fine Arts
84600XXX	Locally Developed Course - Languages Other Than English
84700XXX	Locally Developed Course - Technology Applications
84800XXX	Locally Developed Course - Science
84900XXX	Locally Developed Course - Career And Technical Education
85000XXX	Locally Developed Course - Other Secondary Subject

The course codes listed above apply to locally developed courses in which any student may participate, but may not receive state credit toward graduation. They should be entered as *Local Credit* on the AAR. The course number must begin with the number 8 (8XXXXXXX) as specified above. The Special Explanation Code "L" may be used in conjunction with these locally developed courses. See [Special Instructions](#) in the box on the following page for exceptions.

- (f) Districts may develop or use innovative courses designed to enable students to master knowledge and skills not included in the courses specified in [TAC §§110–130](#). In order for these courses to be counted as elective credit toward state graduation, they must be approved by the TEA or the SBOE ([TAC §74.27](#)). These courses have TEA-assigned course codes that begin with an "N." The Special Explanation Code "X" may be used as well to designate approved innovative course status. These courses may not substitute for specific courses required for graduation but may count toward required elective credits for all three high school programs. Currently approved innovative courses and course codes that may be used by any district are listed at <http://www.tea.state.tx.us/index4.aspx?id=6079>. District-specific approval is

required before a district may use any “N” or “M” course code not included on the currently approved innovative course list. An application to obtain this approval is also available on that website.

## Special Instructions for Students Who Entered Grade Nine Prior to the 2011-2012 School Year

For a student receiving special education services who entered grade nine before the 2011-2012 school year, an ARD committee may determine that a locally developed course may substitute for a required course or credit on the **MHSP**. Coding instructions for substituted courses follow.

1. **Locally developed courses in which any student may participate** - Locally developed courses *in which any student may participate* that serve as appropriate alternatives to required state-approved courses or SBOE-approved options for electives are entered in the appropriate Course Category field rather than as Local Credit. The course number must begin with the number 8 (8XXXXXXX – see table in Section 1.7(e) above) as specified in the [PEIMS Code Table C022](#). The Special Explanation Code “L” **must not** be used when entering these locally developed courses on the AAR.
  
2. **Locally developed courses in which only students receiving special education services may participate** - Locally developed courses *in which only students receiving special education services may participate* that serve as appropriate alternatives to required state-approved courses or SBOE-approved options for electives are entered in the appropriate Course Category field rather than as Local Credit. The course number must begin with the number 9 (9XXXXXXX) as specified in the [PEIMS Code Table C022](#). The Special Explanation Code “L” **must not** be used when entering these locally developed courses on the AAR.

Examples of courses for which a locally developed course might substitute include, but are not limited to, the following:

- Any fine arts course (to satisfy the fine arts graduation requirement)
- Any languages other than English (LOTE) course (to satisfy an elective graduation credit)

### [PEIMS Code Table C022](#)

<p><b>The following code is the course code developed for other courses designed and provided through an individualized education program (IEP) as an appropriate alternative to a course that meets state graduation requirements. This code can be a combination of letters and/or numbers, but the code must begin with the number 9 (9XXXXXXX).</b></p>	
<p>9XXXXXXX</p>	<p>Other Locally Developed Course (This code applies only to students receiving special education and related services.)</p>

*Please note: because of amendments made to TAC §89.1070 effective August 22, 2011, the course-substitution option is not available for students receiving special education services who first entered grade nine in or after the 2011-2012 school year. Please see [Section 1.7\(b\), \(c\), and \(d\)](#) above.*

## 1.8 Unit and Credit Definitions

The words *unit* and *credit* are used interchangeably in this document. A one-unit course is a course for which a student earns one (1) credit upon satisfactory completion of the course. In accordance with local district policy, students who are able to successfully complete only one semester of a two-semester course can be awarded credit proportionately ([TAC §74.26\(d\)](#)). For a successfully completed half-unit course, the student earns one-half ( $\frac{1}{2}$  or .5) credit. For a one-half to one ( $\frac{1}{2}$  - 1) unit course, the student may earn either one-half ( $\frac{1}{2}$  or .5) credit or one (1) credit. [PEIMS Code Table C022](#) identifies the allowable number of credits for each course.

## 1.9 Changing Data Entries

AAR data entries that may change include address, class rank, etc. Such data should be maintained as accurately as possible at all times. All changes in the student record must be dated and explained, and this explanation must be kept as part of the student's permanent file. Please note that the TReX system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. For more information, please visit <http://www.tea.state.tx.us/index4.aspx?id=3190>.

## 1.10 Corrections

- (a) All corrections must be made clearly and carefully and must convey correct data. Each correction must be explained elsewhere on the AAR or in attached notes. Each correction must be supported by documentation showing what was originally recorded on the AAR, the correction(s) made, and the reason(s) for the correction(s). Please note that the TReX system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. For more information, please visit the TReX webpage at <http://www.tea.state.tx.us/index4.aspx?id=3190>.
- (b) Data entered on the AAR must accurately reflect the student's actual course completion and performance and must reflect teachers' records and the student's IEP, when applicable ([TAC §74.14\(a\)](#)). All completed high school courses, regardless of the amount of credit earned, must be entered on the AAR.

## 1.11 Student Demographics

- (a) Full Legal Name  
Enter complete name from the student's birth certificate or other legal document. Do not use nicknames or abbreviations of a name (e.g., *Jim* rather than *James*). The student's legal name, the name submitted to PEIMS, and the name recorded on the AAR must be identical.
- (b) Student ID Number (if applicable)  
Enter the locally assigned student ID number, if applicable.
- (c) Social Security Number  
Enter the student's social security number or state-assigned number.
- (d) Date of Birth  
Enter date of birth in the following numerical date format of MM/DD/YYYY:  
MM 01 – 12  
DD 01 – 31  
YYYY 1913 – 2012
- (e) Gender  
Enter male or female or M or F.

- (f) Ethnicity  
Beginning with school year 2009-2010, districts should use the new Federal Reporting standards, based on the [PEIMS Code Table C088](#), and list the appropriate title for ethnicity and all values reported for race, as follows:

Ethnicity: Hispanic/Latino  
Not Hispanic/Latino

Race: American Indian or Alaska Native  
Asian  
Black or African American  
Native Hawaiian/Other Pacific Islander  
White

Appropriate PEIMS ethnic data codes may be used in automated systems; however, the appropriate title itself should be printed on the AAR because colleges, universities, and trade schools do not all use the same ethnic code numbers.

- (g) Parents' or Guardians' Names  
Enter first and last name(s) of parent(s) or guardian(s).
- (h) Current Address  
Enter the complete current address of the student.

#### 1.12 School Data

- (a) District Name
- (b) Name of School
- (c) Phone Number
- (d) School Address
- (e) County District Campus Number (CDCN)  
Enter the nine-digit PEIMS number found in the [Texas Education Directory](#).
- (f) College Board/ACT Campus Number  
Each high school has a number to use when students register for an ACT<sup>®</sup> or SAT<sup>®</sup> exam. Assigned numbers can be found at <http://www.actstudent.org/regist/lookuphs.html> and/or at <http://sat.collegeboard.com/register/sat-code-search>.
- (g) Signature and Title of School Official

#### 1.13 Student Data

- (a) Class Rank  
Calculation and reporting of class rank is optional. However, if class rank is **not** calculated or reported, the AAR should indicate that and may do so using the letters "DNR" for *Does Not Rank*. Failure to report rank or DNR may result in a delay in the student's college-acceptance consideration.
- (b) Number of Students in Graduating Class (optional)
- (c) Date of Ranking (optional)

- (d) Quartile (optional)
- (e) Grade Point Average (optional)
- (f) Graduation Date  
Enter the date the student completed all graduation requirements. Use the standard PEIMS numerical date format of MM/YYYY.
- (g) Certificate of Coursework Completion Date  
If the district awards a certificate of coursework completion, enter the date the certificate was awarded. Use the standard PEIMS numerical date format of MM/YYYY.
- (h) Graduation Program  
By the end of the student's junior year, the AAR must indicate which graduation program the student is on track to complete ([TEC §51.803\(d\)](#)). One of the following indicators should be used:
- (1) Student is on track to complete the requirements of the SBOE-approved Recommended High School Program (RHSP).
  - (2) Student is on track to complete the requirements of the SBOE-approved Distinguished Achievement Program (DAP).
  - (3) Student is on track to complete the requirements of the SBOE-approved Minimum High School Program (MHSP).
  - (4) Deleted – do not use.
  - (5) Student is on track to complete the portion of the RHSP that is available to the student at a high school that certifies to the commissioner of education that not all the necessary courses for the recommended program were offered ([TEC §51.803\(d\)\(2\)](#) and [§56.304\(f\)\(1\)](#)).
- Once a student has completed his/her graduation requirements, the AAR must indicate which high school program the student *completed*. Coding options are available from [TReX Code Table TC13](#), but the actual words *Minimum*, *Recommended* or *Distinguished* **must** appear on the AAR in place of numeric codes. An indication of *Completion of IEP* **may not** be printed on the AAR.
- (i) Required State Assessments ([TEC Chapter 39, Subchapter B](#))  
Follow the appropriate directions below:
- (1) **TAKS**  
Students who entered grade nine prior to the 2011-2012 school year are required to meet the requirements of the Texas Assessment of Knowledge and Skills (TAKS) program. Using the standard PEIMS numerical date format of MM/YYYY, enter the month and year in which the student met the state assessment requirements for graduation in each of the four foundation subject areas. Details regarding state assessment requirements for graduation for students who entered grade nine prior to the 2011-2012 school year can be found at <http://www.tea.state.tx.us/student.assessment/taks/>.
  - (2) **STAAR EOC**  
Students who entered grade nine in the 2011-2012 school year or later must meet the requirements of the State of Texas Assessments of Academic Readiness (STAAR) program. To meet state graduation requirements, students must reach or exceed their cumulative score target in each of the foundation subject areas. For each end-of-course (EOC) assessment taken, enter the academic performance level (I, II, or III) earned by the student. For students who were not required to take a particular EOC

assessment, enter N/A. Additionally, enter the administration and the year (Spring, Summer, or Winter/YYYY) in which the student met the cumulative score target for each of the four foundation subject areas. Details regarding state assessment requirements for graduation for students who entered grade nine in or after the 2011-2012 school year is available at <http://www.tea.state.tx.us/student.assessment/staar/>.

- (3) Entries regarding state assessment graduation requirements must be supported in the student's permanent records by test labels or an electronic data file from the testing contractor.
- (4) Using the standard PEIMS numerical date format of MM/YYYY, enter the month and year the student completed alternate assessment requirements for graduation as determined appropriate by the student's ARD committee. Alternate assessment requirements must be specified in the student's IEP and maintained with the student's permanent records ([TAC §101.7\(c\)](#)).
- (5) For eligible students who meet assessment requirements for graduation through satisfactory performance on one or more of the alternative assessments adopted by the commissioner (i.e., ACT<sup>®</sup> or SAT<sup>®</sup>), enter the month and year the student met the established standards on each assessment. Documentation of the student's eligibility and test scores should be maintained with the student's permanent records ([TAC §§101.4001; 101.4003; 101.4005](#)). Please note that the TReX system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. For more information, please visit <http://www.tea.state.tx.us/index4.aspx?id=3190>.

(j) Distinguished Achievement Program (DAP) Advanced Measures

If a student earns advanced measures as required to graduate under the DAP, enter the type of each advanced measure using the following options ([TAC §74](#), Subchapters E, F, and G):

Advanced Measures	
A	Original research/project
B	AP score 3 or above
C	IB score 4 or above
D	Qualifying PSAT score
E	College course, 3.0 or higher
F	Articulated course, 3.0 or higher

Rules:

Code "A" may be used once or twice.

Code "D" may be used only once.

Codes "B" "C" "E" and "F" may be used without limit.

### 1.14 Restrictions Regarding Student Data

- (a) The AAR **may not** contain information disclosing a student's disability. The AAR conveys information about a student's academic credentials and achievements and is available to persons other than the student and the student's parents. Information related to a student's disability, including whether that student received special education or related services due to having a disability, is not information about a student's academic credentials and achievements. Therefore, the AAR may not provide information on a student's disability. (For more information, please see <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-20081017.pdf>.)
- (b) The AAR **may not** contain information that indicates a student has attended a juvenile justice alternative education program (JJAEP). The AAR of a student enrolled in a JJAEP should include the name and CDCN of the student's home campus rather than that of the JJAEP.

## 1.15 Record of Courses and Credits Earned

This is the official record of a student's high school achievement regarding courses completed, grades earned, and credits awarded. The AAR must be consistent with teachers' records and the student's IEP. All courses completed in grades 9-12 and before grade nine for high school credit must be recorded on the AAR ([TAC §74.26\(b\)](#)).

Students from non-public, out-of-state, or out-of-country schools may have transcripts that record letter grades or that indicate awarded credit for courses with grades lower than the Texas passing standard of 70 ([TAC §74.26\(c\)](#)). These transcripts may also indicate awarded credit for courses that do not exactly correlate with a Texas course title. The receiving school district must evaluate the transcript to determine the appropriate recording of the students' grades and award credits in accordance with the standard used in the receiving Texas district or charter school ([TAC §74.26\(a\)\(2\)](#)). Districts must determine the proper placement of and award of credit to these students based on the required evaluation of the students' records. The district may use a variety of methods to verify the content of courses for which a transfer student has earned credit.

### **Class rank, course weights, grade point scale, and related topics are determined by local board policy.**

Occasionally unique circumstances lead to a student auditing a course. Audited courses for which credit is not earned are not listed in the Record of Courses and Credits Earned. They may, however, be documented elsewhere or in an attachment to the AAR. Please note that the TREx system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. For more information, please visit <http://www.tea.state.tx.us/index4.aspx?id=3190>.

#### (a) Course Category

- (1) Course categories are used to organize courses listed on the AAR.
- (2) Generic course categories may appear in full name or in the initial format. Both formats are provided below.

<b><u>Full Name Format</u></b>	<b><u>Initial Format</u></b>
English Language Arts	ELA
Speech	SP
Mathematics	MA
Science	SC
Social Studies	SS
Economics/Free Enterprise	ECFE
Health	HL
Physical Education	PE
Languages Other Than English	LOTE
Fine Arts	FA
Technology Applications	TA
Career and Technical Education	CTE
Other Electives	EL
Local Credit	LC

#### (b) Course Names and Codes

- (1) Courses must be recorded using the full name and/or the abbreviated name, both of which are listed for the current year in the [PEIMS Code Table C022](#). The abbreviated

course name consists of a maximum of nine characters, including spaces, and identifies a specific course in the generic course name field.

- (2) The eight-digit service ID number (the PEIMS code), also listed for the current year in the [PEIMS Code Table C022](#), may be recorded in the appropriate field.
- (3) Abbreviated course names and the eight-digit service ID number for locally developed courses are assigned by the district. This number can be a combination of letters and numbers but must begin with the number 8 (8XXXXXX). Generally, these courses are not eligible for state credit and may not replace any course required by the SBOE for graduation. For a student receiving special education services who entered grade nine prior to the 2011-2012 school year, however, an ARD committee may determine that a locally developed course *in which any student may participate* is an appropriate alternative to a course that normally meets state graduation requirements for the MHSP. See [Section 1.7](#)(e) for more information.
- (4) **For students receiving special education services who entered grade nine prior to the 2011-2012 school year**—Abbreviated course names for locally developed courses *in which only students receiving special education services may participate* and which have been determined by ARD committee decision to serve as appropriate alternatives to courses that meet state graduation requirements are assigned by the district. These courses must be assigned an eight-digit service ID number by the district. This number can be a combination of letters and numbers but must begin with the number 9 (9XXXXXX). See the [Special Instructions](#) in Section 1.7 for more information.

(c) Course Grades

- (1) Enter the grade earned by the student for each semester in the appropriate semester field. If local policy allows schools to average the two semesters of a full-year course, the average column must be completed ([TAC §74.26\(d\)](#)).
- (2) A student must earn a minimum average grade which is the equivalent of 70 on a scale of 100 to pass a course and be awarded credit ([TAC §74.26\(c\)](#)). Districts may award credit semester by semester or, if local policy allows, may average the two semesters of a full-year course and award credit for the entire course. Please note that students from non-public or out-of-state schools may have transcripts that record letter grades or grades lower than the Texas passing standard of 70. The receiving school district must evaluate the transcript to determine the appropriate recording of the students' grades. (See page 10 for more information.)
- (3) The score a student receives on a STAAR EOC assessment is required to count for 15% of the student's final grade for the course ([TEC §39.023\(c\)](#)). Since grading policies are determined locally and TEA lacks statutory authority in this area, districts should establish local policies to implement this statutory requirement. For the STAAR English I, II, and III assessments, which have a separate reading and writing component, districts have discretion over how the scores from each component are used to calculate the 15% grading requirement. TEA is not planning to provide a method by which scale scores can be converted into grading systems because of wide variations in grading policy from district to district. Please note that districts and open-enrollment charter schools were given the option of deferring this requirement until the 2012-2013 school year.  
  
There is no corresponding requirement for students taking a modified or alternate assessment, so districts are not required to count STAAR Modified or STAAR Alternate EOC assessment scores as 15% of a student's final course grade (<http://www.tsetests.com/faqs/FAQ.asp?ID=`14`&p=`2`&c=`4`&Bk=`12`&Nx=`15`>).
- (4) Students with excessive absences will be given the grade earned, but in accordance with the decision made by the district attendance committee, may or may not be awarded credit ([TEC §25.092](#)). Explanation regarding credit withheld as a result of

excessive absences must be included on the AAR in the notes section or as an attachment. Please note that the TREx system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. For more information, visit <http://www.tea.state.tx.us/index4.aspx?id=3190>.

- (5) A grade or a special indicator may be used for courses that serve as physical education (PE) substitutions (JROTC) and for activities that serve as PE substitutions (athletics, cheerleading, drill team, marching band, and private or commercially sponsored physical activity programs) ([TAC Chapter 74](#), Subchapters E, F, and G). Please note that new PEIMS codes have been established for PE substitutions. These codes may be accessed in the [PEIMS Code Table C022](#).
- (6) Other Characters Used in Grade Columns
  - (A) An asterisk (\*) or other appropriate symbol next to the grade indicates that an explanation for the grade appears elsewhere on the AAR or on an attachment to the AAR. If more than one grade or code requires an explanation, a different symbol must be used for each in order to differentiate which explanation clarifies the grade or code. Please note that the TREx system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. Visit <http://www.tea.state.tx.us/index4.aspx?id=3190> for more information.
  - (B) "P," "F," or other appropriate symbols indicate student achievement in Pass/Fail courses.

(d) Transferred Credit

- (1) When a student transfers from a Texas public school district or charter school after a semester or full year is completed, the receiving district must honor credits already awarded by the sending district ([TAC §74.26\(a\)\(1\)](#)).
- (2) When a student transfers from a non-Texas public school (i.e., home school, private school, out-of-state school, etc.), the student's records must be evaluated and appropriate credit awarded (See [Section 1.15](#) for more information.). Special Explanation Code "3" may be used to identify transferred credits. Courses completed in other states or countries that cannot be generally matched with the TEKS for a Texas course may be granted local credit. The award of credit for courses taken may be determined by reviewing the curriculum and/or work of the student, or by using appropriate assessments ([TAC §74.26\(a\)\(2\)](#)).

(e) Local Credit Courses

A district may offer one or more courses for local credit only. These courses **may not** be counted toward state graduation requirements. See [Section 1.7](#)(e) and (f) for exceptions.

## 1.16 Special Explanation Codes

(a) Use of Certain Special Explanation Codes

The IEP designed by an ARD committee defines the appropriate high school program for each student receiving special education services. The options for students who are receiving special education services include the following:

- (1) Participation in a general education course with no modification of content: The "V" code should **not** be used. The student participates on the same basis as students in general education in a course that has a standard course number and title assigned in the [PEIMS Code Table C022](#), with no course content modifications. Accommodations for instructional methods or accessibility may be used as recommended by the ARD committee. See [Section 1.7](#) for more information.
- (2) Participation in a general education course with ARD-directed modification of content:

- (A) Non-EOC Courses—The “V” code may be recorded *in the student’s permanent record* but **must not** be printed on the AAR. *Only* a course that has a standard course number and title assigned in the [PEIMS Code Table C022](#) and is locally modified in content as a result of an ARD committee decision for a student receiving special education services is coded in the permanent record with Special Explanation Code “V.” Courses with modified content cannot be counted toward the RHSP or the DAP. Please note that under certain circumstances, a modification to a physical education course does not prohibit a student from completing either the RHSP or the DAP ([TAC Chapter 74](#)). See [Section 1.4\(a\)](#) for more information.
- (B) EOC-Courses—There is no need to use the “V” code.
- (b) The list of codes on the following pages is authorized by the TEA. **The use of the “A” code for courses included in an articulated agreement is required. The use of the “D” code for dual credit courses is required.** The use of all other codes is optional. Districts may use additional codes locally. Insert the applicable code(s) in the appropriate field. Please note that the TREx system can only include notes and attachments for transcripts sent to other high schools. Transcripts sent to institutions of higher education may not contain notes and attachments. Please visit <http://www.tea.state.tx.us/index4.aspx?id=3190> for more information.

<u>Code</u>	<u>Special Explanation</u>
<b>A**</b>	A high school course for which college credit may be awarded by a college under the conditions of a local articulation agreement or the statewide Advanced Technical Credit Program agreement
**Required for articulated courses	(Colleges agreeing to award credit under the conditions of a local agreement must be named elsewhere on the AAR or in an attachment.)
<b>C</b>	A course taken by correspondence from an approved institution ( <a href="#">TAC §74.23</a> )
<b>D**</b>	A college course for which the student earns dual credit ( <a href="#">TAC §74.25</a> )
**Required for dual credit courses	
<b>E</b>	A course for which credit is awarded by examination in an academic subject in which the student has had <b>no</b> prior instruction (Credit by Exam) ( <a href="#">TAC §74.24(c)(1)</a> )
<b>G</b>	A gifted/talented (G/T) course
<b>H</b>	An honors course (Note: This refers to locally approved honors courses. TEA does not review or approve honors courses.)
<b>I</b>	An International Baccalaureate (IB) course (for use only by authorized IB schools)
<b>J</b>	A high school course completed prior to grade nine ( <a href="#">TAC §74.26(b)</a> )
<b>K</b>	A pre-International Baccalaureate (pre-IB) course (for use only by authorized IB schools)
<b>L</b>	A course taken for local credit only
<b>M</b>	A magnet course

- P** A College Board-approved Advanced Placement (AP) course
- Q** A pre-Advanced Placement (pre-AP) course
- R** A course completed in summer school, night school, or other instructional arrangement outside the regular school year and/or day
- T** A course for which credit is awarded by examination in an academic subject in which the student has had **some** prior instruction ([TAC §74.24\(c\)\(3\)](#)).
- V** A state-approved course in which **content** as described by the Texas Essential Knowledge and Skills (TEKS) has been modified as a result of an ARD committee decision.  
  
This code is used **only** in the permanent records of students receiving special education services to indicate modifications in TEKS course content. The code is not used to indicate accommodations in instructional methods. It is not used to indicate **where** the course was taught such as in a resource, homebound, or self-contained setting. It is not used to indicate instructional accommodations for students under Section 504 of the Rehabilitation Act of 1973. Please refer to the guidance at <http://www.tea.state.tx.us/special.ed/guidance/assessment.html> for information about assessment for students with disabilities.
- X** An innovative course approved for state elective credit by the State Board of Education or the Commissioner of Education ([TAC §74.27](#))
- Z** A course taken by distance learning, including but not limited to the Texas Virtual School Network (TxVSN), television instruction, electronic transmission, or satellite broadcast ([TAC 74.23\(2\)](#))
- 1** Deleted
- 3** A course for which credit is awarded based on the district's evaluation of the student's records from any school that operates outside the Texas public or charter school system (i.e., home school, private school, out-of-state school, etc.) ([TAC §74.26\(a\)\(2\)](#))
- 4** Deleted

## Appendix A

### State Board of Education-Approved Graduation Program Seals

#### Minimum High School Program



#### Recommended High School Program



#### Distinguished Achievement Program



*These are seals of the State of Texas to be used by public schools and approved charter schools to denote completion of appropriate high school graduation programs under 19 TAC §74.14 on each student's Academic Achievement Record. A misuse of these seals may be punishable as a second or third degree felony under Section 37.10 of the Texas Penal Code.*

## Appendix B

### Additional Information Regarding Entries for Students Receiving Special Education Services

Students receiving special education services may earn a high school diploma in one of four ways. In each case, the appropriate seal indicates which of the three high school programs the student has completed. For guidance regarding graduation requirements for students receiving special education services, please visit <http://www.tea.state.tx.us/idea/gradguidance/>. For information about assessment for students with disabilities, please refer to the guidance at <http://www.tea.state.tx.us/index2.aspx?id=2147497738>.

- (a) A student who has satisfactorily completed credit and curriculum requirements applicable to students in general education as specified in TAC Chapter 74 and met state assessment requirements may graduate under the MHSP, the RHSP, or the DAP ([TAC §89.1070\(b\)\(1\)](#)).
- (b) A student who has satisfactorily completed credit and curriculum requirements applicable to students in general education and who participates in required assessments may graduate under the MHSP. The student's ARD committee must determine whether satisfactory performance on a required state assessment shall be required for graduation ([TAC §89.1070\(b\)\(2\)](#)).
- (c) A student may graduate under the MHSP by satisfactorily completing credit and curriculum requirements applicable to students in general education or the curriculum requirements to the extent possible as determined by the student's ARD committee, participating in required assessments as determined appropriate by the ARD committee, and fulfilling other requirements outlined in the IEP, including one of the following: (a) full-time employment and sufficient self-help skills to maintain employment without direct and ongoing support from the school district; (b) demonstration of specific employability and self-help skills that do not require direct ongoing support from the school district; or (c) access to services that are not within the legal responsibility of public education or to employment or educational options for which the student has been prepared by the academic program ([TAC §89.1070\(b\)\(3\)](#)).
- (d) A student may graduate under the MHSP if the student no longer meets age eligibility requirements and has completed the requirements specified in the student's IEP ([TAC §89.1070\(b\)\(4\)](#)).