



**Minimum Standards  
for the  
Academic Achievement Record**

2024



# MINIMUM STANDARDS FOR THE ACADEMIC ACHIEVEMENT RECORD

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# MINIMUM STANDARDS FOR THE ACADEMIC ACHIEVEMENT RECORD

## Section 1: General Requirements

### 1.1 Authority and Format

- (a) Each local education agency (LEA) is required to report the academic achievement record (AAR) of students who have completed the Foundation High School Program or Texas First Early High School Completion program on State Board of Education (SBOE) approved transcript forms ([19 Texas Administrative Code \(TAC\) §74.5](#)). The words *academic achievement record*, *AAR*, and *transcript* are used interchangeably in this document.
- (b) The 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**. 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.
  - (1) Entries may not be altered or removed except to correct errors. Error corrections must be fully explained in the student's academic record. Failure to maintain the AAR accurately or any attempt to alter the document with intent to use it for fraudulent purposes is subject to prosecution. For a complete list of penalties, refer to [Texas Penal Code §37.10](#).
  - (2) An AAR must be maintained for each student who is enrolled in high school or has earned high school credit, including students who have earned high school credit in earlier grade levels.
- (c) An LEA shall report the AAR of students who have completed a high school program in a format that indicates individual accomplishments, achievements, and high school program completion.

In accordance with [19 TAC §74.5](#), as applicable the AAR must clearly indicate:

- (1) any endorsement(s) completed by the student;
- (2) any performance acknowledgement(s) earned by the student;
- (3) the distinguished level of achievement, if the student completed the applicable requirements;
- (4) demonstrated proficiency in the speech requirement as identified by [19 TAC §74.11\(a\)\(3\)](#);
- (5) completion of required instruction in cardiopulmonary resuscitation and training in the use of an automated external defibrillator as specified in [19 TAC §74.38](#);
- (6) completion of required instruction in proper interaction with peace officers as specified in [19 TAC §74.39](#);
- (7) completion and submission of a free application for federal student aid (FAFSA) or a Texas application for state financial aid (TASFA) or submission of the TEA-approved opt-out form as specified in [19 TAC §74.11\(b\)](#);
- (8) that a student has satisfied a languages other than English graduation credit requirement by successfully completing a dual language immersion program at an elementary school as specified in [19 TAC §74.12\(b\)\(5\)\(F\)](#);
- (9) completion of a high school diploma by successfully completing the core curriculum of an institution of higher education as specified in [19 TAC §74.11\(p\)](#), if applicable; and

- (10) completion of a high school diploma by satisfying the requirements of the Texas First Early High School Completion Program as established in [19 TAC §21.52](#). Additionally, the AAR must clearly indicate the distinguished level of achievement and endorsement for Texas First Diploma graduates.
- (d) The required standard content of the AAR is provided in this document along with the approved seal design to indicate the completion of a high school program by a student ([TEC §28.025\(e\)](#) and [19 TAC §74.5](#)).
- (e) 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 [1977 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 access the AAR ([TEC §26.004](#)). FERPA and TEC §26.004 allow parents to have access to student records. LEAs may not withhold access to the transcript because the student or the family owes money to the school or for any other reason.
- (b) The words *Official Copy* imply that the AAR is transmitted directly from the school to an authorized requesting institution without the possibility of alteration. The principal, registrar, or principal's designee must also print or type their 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. An official AAR provided by the LEA to another entity may be differentiated from the copy given to the student or parent/guardian only by the words *Official Copy*.

A transcript copy should be marked or stamped *Official Copy* only at the time of its authorized release from the LEA directly to another institution or other entity approved by the student such as an institution of higher education or prospective employer. This stamp or mark is never put on the original file document and may only be placed on a copy provided directly to the student or parent/guardian if deemed necessary and appropriate by the school. The school must use appropriate measures to prevent modification of an official copy of the AAR such as by securing the copy in a sealed envelope with a signature and/or embossed seal. A school may also include documentation with a transcript copy indicating that a file document marked or stamped *Official Copy* has been released directly to a student or parent.

- (c) The student or parent/guardian has a right to an exact, unaltered replica of the original AAR file document, including any signatures, embossed stamps, school seals, or other certifying documentation affixed to a version marked as *Official Copy*. **A school must not alter a copy of the AAR in any way when providing a copy to a student or parent/guardian.**
- (d) Universities or other entities that request official copies of the AAR directly from LEAs 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.

The AAR **may** be withheld from a university or entity other than the student or parent/guardian or another LEA if a student owes the LEA money related to instructional materials and technological equipment provided through an LEA's instructional materials and technology allotment ([TEC §31.104\(d\)](#)).

- (e) LEAs must ensure that official copies of transcripts are promptly 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 LEA for any reason. The transcript must be forwarded to the receiving LEA within ten (10) working days of the sending LEA's receipt of a request for the student record ([TEC §25.002](#)).

- (f) Requested AARs must be transferred through the TReX system ([TEC §7.010](#)) to the extent possible. 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 using the National Students Clearinghouse (formerly UT SPEEDE) server. An AAR requested by entities not required to participate in the TReX system may be mailed or delivered via other appropriate means. For more information, visit the TReX webpage at <https://tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex>
- (g) 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 Retention and Protection

- (a) The AAR is an official document and must be maintained **permanently** by the LEA ([TAC §74.5\(c\)](#)) 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 [https://www.tsl.texas.gov/slr/localretention/schedule\\_sd](https://www.tsl.texas.gov/slr/localretention/schedule_sd). Copies of rules for records of LEAs may be accessed at [https://www.tsl.texas.gov/slr/localretention/schedule\\_sdl](https://www.tsl.texas.gov/slr/localretention/schedule_sdl). The State and Local Records Management Division may be contacted by email at [slrminfo@tsl.texas.gov](mailto:slrminfo@tsl.texas.gov) or by telephone at (512) 463-7610.
- (b) LEAs must protect the private information on the AAR from access by unauthorized individuals or institutions [Federal Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 CFR Part 99](#)).

### 1.4 State Requirements for Graduation

- (a) The year in which a student enters ninth grade determines the graduation requirements the student must complete to receive a high school diploma. The [Foundation High School Program](#) is the default graduation program for students who entered high school in the 2014–2015 school year or later ([19 TAC §74.11](#)). Each student's AAR must indicate the high school program the student completed ([19 TAC §74.12](#)).
- (b) A student who has taken all assessments required for graduation and failed no more than two of the required assessments may be issued a diploma via an individual graduation committee (IGC). IGC rules can be found in [19 TAC §74.1025](#).
- (c) A student who receives special education and related services may graduate and be awarded a high school diploma by completing the required credit requirements for graduation. The IEP will include specially designated instruction required for the students, including accommodations and modifications, as determined by the admission, review, and dismissal (ARD) committee. These designations must not be included on the AAR. Additional information related to AAR entries for students receiving special education and related services is provided in [Appendix B](#).
  - (1) If an LEA has its own local requirements that all students must meet for graduation, students who receive special education and related services would be required to meet those as well. More information regarding graduation requirements for students who receive special education and related services can be found in [19 TAC §89.1070](#).

- (2) A student who receives special education and related services must pass the required state assessments, unless the ARD committee has determined that satisfactory performance on the required state assessments is not necessary for graduation. See Section 2.5 for clarification on types of codes or language that cannot be provided, e.g., ARD committee, etc., Student Data: Required State Assessments.
- (d) LEAs may award high school diplomas to students who entered grade 9 before the 2011–2012 school year and met all curriculum requirements for graduation but did not perform satisfactorily on the exit-level assessment instrument(s) applicable to the individual. The rules for awarding of high school diplomas to these students can be found in [19 TAC §74.1027](#).

### **1.5 Diploma and Certificate of Completion Requirements**

- (a) A standard, undifferentiated high school diploma is awarded to all students who have met all state and local requirements to earn a high school diploma. This includes students receiving special education and related services who complete the graduation requirements specified in their IEPs. Designations such as the distinguished level of achievement and endorsements or performance acknowledgments completed are indicated on the AAR. There are no requirements concerning the format of the high school diploma.
- (b) Diplomas are not awarded to students who pass a high school equivalency program (HSEP) assessment such as GED unless they also complete the requirements of a high school graduation program and meet the state assessment requirements. Upon the successful completion of a single provider's exams, the test taker will be issued a State of Texas Certificate of High School Equivalency.
- (c) LEAs have the option of awarding a certificate of coursework completion to a student who has successfully completed all coursework requirements but who has failed to meet the state assessment requirements for high school graduation ([TEC §28.025\(d\)](#)). Please note that this certificate is not equivalent to a high school diploma and does not prohibit a student from earning a high school diploma if the student successfully completes assessment requirements at a later date.
- (d) LEAs must issue a certificate of attendance to a student who receives special education and related 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 high school 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. A student who receives a certificate of attendance must be allowed to participate in one graduation ceremony with other students who are receiving diplomas.

### **1.6 Seals to Indicate Completion of Graduation Programs**

- (a) A seal approved by the SBOE must appear on the AAR for a student who has completed requirements for high school graduation ([19 TAC §74.5](#)). Appropriate methods for generating the seal for the students' high school diplomas include digital images, stamps, and embossed seals. LEAs are responsible for obtaining and determining the method used to affix the seal to students' transcripts.
- (b) The SBOE-approved seal for students who graduate on the Foundation High School Program or the Texas First Early High School Completion Program is the undifferentiated seal that is indicated with "High School Program." Copies of the seal are available in Appendix A of this document and on the [TEA website](#).

### **1.7 Units and Credits**

- (a) The words *unit* and *credit* are used interchangeably in this document. The Texas Essential Knowledge and Skills (TEKS) identify the allowable number of credits for SBOE-approved high school courses. The number of credits by course are listed in [Texas Student Data System \(TSDS\) Public Education Information System \(PEIMS\) Course Code Table \(formerly C022\)](#).

- (b) Credit for courses for high school graduation may be earned only if the student receives a grade that is the equivalent of 70 on a scale of 100, based upon the essential knowledge and skills for each course ([19 TAC §74.26\(c\)](#)).
- (c) In accordance with local policy, students who are able to successfully complete only one semester of a two-semester course can be awarded credit proportionately. An LEA must award credit proportionately to a student who is homeless or in substitute care who successfully completes only one semester of a two-semester course.
- (d) Transferred Credit
  - (1) When a student transfers from a Texas public school, the receiving school must accept credits already awarded by the sending school ([19 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, or out-of-country school, etc.), the student's records must be evaluated and appropriate credit awarded. ([19 TAC §74.26\(a\)\(2\)](#)). The award of credit for a course by an LEA affirms that a student has satisfactorily met all the state and local requirements. To award credit for a TEKS-based course, an LEA must determine that the course met all the TEKS for that course Texas Essential Knowledge and Skills. The LEA may use a variety of methods to verify the content of courses for which a transfer student has earned 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 such as by credit by examination ([19 TAC §74.24](#)).
  - (3) A Texas public school that accepts and awards credit for coursework completed by a student transferring from a non-Texas public school is identified on the AAR as the school/institution awarding credit. The receiving Texas public school's County District Campus Number (CDCN) is included with the AAR entry. Special Explanation Code 3 may also be used to identify a course for which credit is awarded based on the LEA's evaluation of the student's records from any school that operates outside of Texas public schools. Courses completed in a non-Texas public school that cannot be generally matched with the TEKS for a Texas course may be granted local credit.
  - (4) 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 ([19 TAC §74.26\(c\)](#)). The receiving school must evaluate the transcript to determine the appropriate recording of grades and award credit based on demonstrated proficiency of the TEKS ([19 TAC §74.26\(a\)\(2\)](#)).

## 1.8 Changing and Correcting Data Entries

- (a) All data in the AAR should be maintained as accurately as possible at all times. Certain student information on the AAR is subject to change and may be updated as appropriate. AAR data entries that may change include address, class rank, etc.
- (b) All corrections must be made clearly and carefully and must convey correct data. Each correction must be explained elsewhere on the AAR and documented as part of a student's permanent record.
- (c) An examination or course grade issued by a classroom teacher is final and may not be changed unless the grade is arbitrary, erroneous, or not consistent with the LEA grading policy, as determined by the board of trustees of the LEA in which the teacher is employed ([TEC §28.0214](#)).
- (d) All changes and corrections in the student record must be dated and explained, and this explanation must be kept as part of the student's permanent record.



## 1.9 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, including high school program completion, and is available to persons other than the student and the student's parents. Information related to a student's disability, including special education and related services received by the student, is available in the student's IEP and summary of performance for the student to share at the discretion of the student or the student's parent or person standing in parental relation. Therefore, the AAR **may not** provide information on a student's disability or reference a student's IEP. For more information, please see <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-20081017.pdf> or contact the [Special Education Information Center \(SPEDTEX\)](#).
- (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.

## Section 2: Academic Achievement Record Entries

### 2.1 Course Numbers and Titles

- (a) 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 ([19 TAC §74.5](#)). Additionally, the AAR shall reflect that students have satisfactorily completed courses at earlier grade levels than grades 9–12 and have been awarded state graduation credits ([19 TAC §74.26\(b\)](#)).
- (b) The course codes, course titles, and course abbreviations of state-approved courses used on the AAR are prescribed in the [TSDS PEIMS Course Code Table \(formerly C022\)](#). Use of these prescribed numbers, titles, and abbreviations is required for participation in the TREx system.
  - (1) Courses must be recorded using the full course title and/or the course abbreviation, both of which are listed for the current year in the TSDS PEIMS Course Code Table. The abbreviated course title consists of a maximum of ten characters, including spaces.
  - (2) **Beginning with the 2025–2026 school year**, reporting the TSDS PEIMS course codes for all state-approved courses on the AAR is required.
- (c) For students receiving special education and related services, no substitutions are allowed for courses required for high school graduation, except as indicated in the graduation requirements under 19 TAC Chapter 74. Students enrolled in a high school course required for graduation must access the curriculum for that course as specified in TEKS ([19 TAC §§110–130](#)) or state-approved innovative courses, with specially designed instruction in the appropriate settings as determined by the student's ARD committee. See Appendix B, Part B, for detailed instructions for reporting TSDS PEIMS course codes and titles in TSDS PEIMS for students receiving special education and related services. See subsection 2.1(h) for information about local-credit courses.
- (d) LEAs may develop or use **innovative courses** designed to enable students to master knowledge and skills not included in the courses specified in the TEKS in [19 TAC §§110–130](#). In order for these courses to be counted as elective credit toward state graduation, they must be approved by the SBOE ([19 TAC §74.27](#)). Innovative 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. Innovative courses in career and technical education (CTE) and fine arts may also satisfy requirements for certain endorsements on the Foundation High School Program. Currently approved innovative courses and course codes that may be used by any LEA are listed on the [Innovative Course](#) webpage. An LEA that wishes to offer a state-approved innovative course must first obtain the approval of its local board of trustees before offering the course for elective credit.
- (e) Students may earn credit toward state high school graduation requirements for the successful completion of **locally developed courses** ([TEC §28.002\(g-1\)–\(g-3\)](#)).
  - (1) Locally developed courses may be provided in English language arts, mathematics, science, and cybersecurity ([TEC §28.002\(g-3\)](#)). These courses must be offered through a local program under which the LEA partners with a public or private institution of higher education and local business, labor, and community leaders, pursuant to [TEC §28.002\(g-1\)](#) and/or [TEC §28.002\(g-3\)](#).
  - (2) Locally developed courses must be approved by each local board of trustees. LEAs must report to TEA the names of the courses, programs, institutions of higher education, and internships in which the LEA's students have enrolled under [TEC §28.002\(g-1\) or §28.002\(g-3\)](#) using the [Locally Developed Course/Activity District Form](#) for each school year in which the LEA offers a locally developed course ([TEC §28.002\(g-2\)](#)).

Locally Developed Course Codes	Locally Developed Course Titles	Locally Developed Course Abbreviations
LD11000A	Locally Developed English Language Arts A	LDELAA
LD11000B	Locally Developed English Language Arts B	LDELAB
LD11000C	Locally Developed English Language Arts C	LDELAC
LD11000D	Locally Developed English Language Arts D	LDELAD
LD11110A	Locally Developed Mathematics A	LDMATA
LD11110B	Locally Developed Mathematics B	LDMATB
LD11110C	Locally Developed Mathematics C	LDMATC
LD11110D	Locally Developed Mathematics D	LDMATD
LD11220A	Locally Developed Science A	LDSCIA
LD11220B	Locally Developed Science B	LDSCIB
LD11220C	Locally Developed Science C	LDSCIC
LD11220D	Locally Developed Science D	LDSCID
LD129000	Locally Developed Cybersecurity	LDCYBER

- (f) **College preparatory courses** in English language arts and mathematics must be developed and provided by an LEA in partnership with at least one institution of higher education. Pursuant to [TEC §28.014](#), these courses must be designed for students at the 12<sup>th</sup> grade level whose performance on an State of Texas Assessment of Academic Skills (STAAR) end-of-course (EOC) assessment instrument does not meet college readiness standards or whose performance on coursework, a college entrance examination, or an assessment instrument designated under [TEC §51.334](#) indicates that the student is not ready to perform entry-level college coursework.

College Preparatory Course Codes	College Preparatory Course Titles	College Preparatory Course Abbreviations
CP110100	College Preparatory Course English Language Arts	CPELA
CP111200	College Preparatory Course Mathematics	CPMAT

- (g) An **institution of higher education (IHE)-endorsed course** in mathematics or science may be offered by an LEA to be taken by a student after completion of Algebra II and physics. The course(s) must be endorsed by an IHE as a course for which the institution would award course credit or a prerequisite for a course for which the institution would award course credit. LEAs must report to TEA the course name and description using the *Institution of Higher Education-Endorsed Course Registration Form* available by request from the Curriculum Standards and Student Support Division at <https://helpdesk.tea.texas.gov/> for each school year in which the LEA offers an IHE-endorsed course pursuant to [TEC §28.025\(b-5\)](#).

IHE-Endorsed Course Codes	IHE-Endorsed Course Titles	IHE-Endorsed Course Abbreviations
IHE11100	Mathematics, Institution of Higher Education Endorsed	IHEMTH
IHE11200	Science, Institution of Higher Education Endorsed	IHESCI

(h) **Local-credit courses** may be developed and implemented locally with no state-level approval. Local-credit courses are not eligible for state credit and may not replace any course required by the SBOE for graduation.

- (1) Credit for local-credit courses may not count toward state requirements for graduation. Local-credit courses may be included on the AAR; however, they should be identified under a separate section.
- (2) Abbreviated course names and the eight-digit course code number for local-credit courses are assigned by the LEA. This number can be a combination of letters and numbers but must begin with the number 8 as specified in the Local-credit Course Codes table below and in the [TSDS PEIMS Course Code Table \(formerly C022\)](#). The code may be a combination of letters and numbers, the last three digits of which are assigned locally.
- (3) The Special Explanation Code “L” may be used in conjunction with local-credit courses and codes. See [Special Instructions](#) in Appendix C for exceptions.

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

(4) For students receiving special education and related services who are determined eligible by their ARD committee to continue enrollment after completing credit and assessment requirements for graduation, local-credit courses may be used to specify the schedule of services on the student’s IEP.

(i) Occasionally unique circumstances lead to a student auditing a course. Students who are auditing a course are attending courses for which they are not expecting to receive a grade or credit. Audited courses are not listed on the AAR. They may, however, be documented elsewhere or in an attachment to the AAR<sup>1</sup>. For more information, please visit <https://tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex>.

<sup>1</sup> 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 <https://tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex> for more information.

## 2.2 Record of Courses, Grades, and Credits Earned

All courses completed for high school credit regardless of the grade level of the student must be recorded on the AAR ([19 TAC §74.26\(b\)](#)).

### (a) Course Category

- (1) Course categories are used to organize courses listed on the AAR.
- (2) It is possible that courses may belong to more than one category; however, a course may not be recorded under multiple categories on the AAR. LEAs must determine placement on the AAR for courses with more than one possible category for example, career and technical education (CTE) courses that can satisfy a mathematics graduation requirement. Generic course categories must appear either 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
Mathematics	MA
Science	SC
Social Studies	SS
Health	HL
Physical Education	PE
Languages Other Than English	LOTE
Fine Arts	FA
Career and Technical Education	CTE
Other Electives	EL
Local Credit	LC

### (b) 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.
- (2) Students with excessive absences will be given the grade earned, but in accordance with the completion of a plan approved by the principal or decision made by the LEA 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, as part of the student record, or as an attachment<sup>2</sup>.
- (3) Other Characters Used in Grade Columns
  - (i) An asterisk (\*) or other appropriate symbol next to the grade indicates that an explanation for the grade appears elsewhere on the AAR, within the student record, or on an attachment to the AAR<sup>2</sup>. 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.
  - (ii) "P," "F," or other appropriate symbols indicate student achievement in Pass/Fail courses.

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<sup>2</sup> 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 <https://tea.texas.gov/reports-and-data/data-submission/texas-records-exchange-trex> for more information.

## 2.3 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) Texas Unique Student ID (StudentUniqueID)

LEAs must use the TSDS Texas Unique Student ID. LEAs may also include a locally assigned student ID number, if applicable, but may not substitute a local ID for a student's StudentUniqueID number.

(c) Social Security Number or State-Issued Identification Number (S-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 1913–20xx

(e) Sex

Enter male or female or M or F.

(f) Ethnicity

LEAs should use the federal reporting standards, based on the [TSDS PEIMS Data Standards](#), and list the appropriate title for ethnicity and all values reported for race, as follows:

Race: American Indian - Alaska Native

Asian

Black - African American

Native Hawaiian - Pacific Islander

White

Ethnicity: Hispanic - Latino

Not Hispanic - Latino

Appropriate TSDS 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) Parent or Guardian Name

Enter first and last name(s) of parent(s) or guardian(s).

(h) Current Address

Enter the complete current address of the student.

## 2.4 School Data

- (a) LEA School Name
- (b) Name of School
- (c) Phone Number
- (d) School Address
- (e) County District Campus Number (CDCN)

Enter the nine-digit CDCN number found in the [Texas Education Directory](#).

- (f) College Board College Entrance Exam Board (CEEB) Number /ACT High School Code (optional)

Each high school has a number to use when students register for an ACT® or SAT® exam. Assigned numbers can be found at <http://www.actstudent.org/regist/lookuphs.html> and/or at <https://satsuite.collegeboard.org/contact-us>.

- (g) Signature and Title of School Official

## 2.5 Student Data

- (a) Class Rank

Calculation and reporting of class rank is according to local board policy. 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.

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

- (b) Number of Students in Graduating Class (according to local board policy)
- (c) Date of Ranking (according to local board policy)
- (d) Quartile (according to local board policy)
- (e) Grade Point Average (according to local board policy)
- (f) Graduation Date

Enter the date the student completed all graduation requirements. Use the standard numerical date format of YYYY/MM.

- (g) Certificate of Coursework Completion Date

If the LEA awards a certificate of coursework completion, enter the date the certificate was awarded. Use the standard numerical date format of YYYY/MM.

- (h) Graduation Program

Once a student has completed graduation requirements, the AAR must indicate which high school program was *completed*.

- (1) **For students who are graduating on the Foundation High School Program, by the end of the student’s junior year**, the AAR must indicate the following information:

- (i) whether the student is on schedule to satisfy (pursuing) or has satisfied (completed) the curriculum requirements for the distinguished level of achievement under the Foundation High School Program ([TEC §51.803\(d\)](#));

- (ii) any endorsements that the student is on schedule to satisfy (pursuing) or has satisfied (completed); and
  - (iii) any performance acknowledgment that the student has earned.
- (2) For Foundation High School Program graduates, the AAR must be updated to indicate the following information:
- (i) whether the students has **completed** the curriculum requirements for the distinguished level of achievement under the Foundation High School Program;
  - (ii) any endorsements that the student has **completed**; and
  - (iii) any performance acknowledgments that the student has **earned**.
- Information regarding Foundation High School Program distinctions that students initially pursued *but did not complete* should be removed from the final transcript.
- (3) **For students who graduate on the Texas First Early High School Completion Program or by satisfying requirements specified in [19 TAC §74.11\(p\)](#), the AAR must indicate the student has completed the distinguished level of achievement.**

## 2.6 Student Data: Required State Assessments ([TEC Chapter 39, Subchapter B](#))

### (a) STAAR

Students who entered grade nine in the 2011–2012 school year or later must meet the State of Texas Assessments of Academic Readiness (STAAR) end-of-course (EOC) assessment requirements. Satisfactory academic performance is determined by a student meeting performance standards as required by [19 TAC 101.3041\(c\)\(1\)](#). In general, the standard in place when a student first takes an EOC assessment is the standard that will be maintained throughout the student’s career.

#### (1) STAAR EOC

To meet state assessment requirements for graduation, students must reach or exceed performance standards as specified by [19 TAC §101.3041\(c\)](#) on each of the required EOC assessments. For each EOC assessment taken, enter the academic performance level earned by the student. Additionally, enter the administration and the year (Spring, June, or December/YYYY) in which the student satisfactorily met each assessment requirement.

#### (2) STAAR EOC Not Applicable

For students who were not required to take a particular EOC assessment, enter Not Applicable (NA). No additional information is required. The STAAR EOC requirement is not applicable if a student:

- (i) earned credit for a course with an EOC requirement prior to enrolling in a Texas public school and the credit was accepted;
- (ii) is exempt as a result of performance on a credit by examination ([19 TAC §74.24](#));
- (iii) has no authentic academic response (NAAR) indicated for the STAAR Alternate 2 test; or
- (iv) is graduating under the Texas First Early High School Completion Program and is not required to perform satisfactorily on an EOC assessment. To



graduate under the Texas First Early High School Completion Program, a student must complete the EOC requirement for English I or II, Algebra I, and Biology ([19 TAC 21.52\(a\)\(1\)\(D\)](#)).

(3) In spring and summer 2020, state assessments were suspended, and assessment requirements were waived for those students enrolled in a course(s) with a required EOC assessment. Eligible students should be marked with the “2020 Waived” code. ([Every Student Succeeds Act \(ESSA\) Waiver Approval and 2020 State Academic Accountability](#))

(4) STAAR Assessment Provision for Emergent Bilingual (EB) students

An EB student who meets the provisions of [19 TAC §101.1007](#) and is enrolled in an English I or English for Speakers of Other Languages (ESOL) I course is not required to retake the English I assessment if the student passes the course but fails to achieve the passing standard on the assessment. For EB students who met the assessment requirement under the provisions of [19 TAC §101.1007](#), enter the administration and the year that the student participated in the assessment with the “met standard (M)” performance indicator.

(5) Assessment Performance Labels

Assessment Performance Labels	Description of Assessment Performance	Explanation of Assessment Performance Label
DidNotMeet	Did Not Meet Grade Level Performance	(2.6)(a)(1) and (c) of this section
DidNotMeet	<b>STAAR Alternate 2:</b> Developing Academic Performance	(2.6)(a)(1) of this section
Approaches	Approaches Grade Level Performance	(2.6)(a)(1) of this section
Approaches	<b>STAAR Alternate 2:</b> Not available	(2.6)(a)(1) of this section
Meets	Meets Grade Level Performance	(2.6)(a)(1) of this section
Meets	<b>STAAR Alternate 2:</b> Satisfactory Academic Performance	(2.6)(a)(1) of this section
Masters	Masters Grade Level Performance	(2.6)(a)(1) of this section
Masters	<b>STAAR Alternate 2:</b> Accomplished Academic Performance	(2.6)(a)(1) of this section
M	Met standard	(2.6)(a)(4) of this section
NA	Not applicable	(2.6)(a)(2)(i)-(iv) of this section
SI	Substitute assessment, Level I	(2.6)(b) of this section
SII	Substitute assessment, Level II	(2.6)(b) of this section

(b) Substitute Assessments for Graduation

For eligible students who attempt to meet assessment requirements for graduation through satisfactory performance on one or more of the substitute assessments adopted by the commissioner of education, enter the performance indicator (substitute assessment) and the month and year the student met or failed to meet the established standards on each assessment. Enter substitute assessment, Level I, for each instance a student has taken a substitute assessment but did not meet the established standards to satisfy the EOC assessment requirement in accordance with [19 TAC §101.4002](#). Enter substitute assessment, Level II, for each instance a student has taken a substitute assessment and has met the established standards to satisfy the EOC assessment requirement.

Documentation of the student's eligibility and test scores should be maintained with the student's official record ([19 TAC §§101.4002; 101.4003; 101.4005](#)).

(c) Individual Graduation Committee (IGC)

Students enrolled in 11th or 12th grade who did not meet the EOC assessment requirements for no more than two courses may be eligible to receive a Texas high school diploma if the student has qualified to graduate by means of an individual graduation committee (IGC) determination ([19 TAC §74.1025](#)).

For each instance in which a student has failed to achieve the EOC assessment performance requirements, the AAR must reflect a "DidNotMeet" performance. The indication of a graduation date and inclusion of an appropriate graduation program seal indicate whether a student has completed the curriculum requirements and assessment requirements for graduation, including assessment requirements completed based on an IGC decision.

(e) Entries regarding state assessment graduation requirements must be supported in the student's official record by test labels or an electronic data file from the testing contractor.

(f) Using the standard 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 official record ([19 TAC §101.3014\(c\)](#)), **not on the AAR.**

## 2.7 Special Explanation Codes

(a) Use of Certain Special Explanation Codes

(1) Special explanation options for students who are receiving special education and related services include the following:

- (i) 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 [TSDS PEIMS Course Code Table \(formerly C022\)](#), with no course content modifications. Accommodations for instructional methods or accessibility may be used as documented in the student's IEP.
- (ii) Participation in a general education course with modified content as determined by the ARD committee:

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 [TSDS PEIMS Course Code Table \(formerly C022\)](#) and is locally modified in content as a result of an ARD committee decision for a student receiving special education and related services is coded in the permanent record with Special Explanation Code "V." There is no need to use the "V" code for courses with unique course codes indicating an alternate EOC assessment requirement.

- (2) 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. LEAs may use additional codes locally. Insert the applicable code(s) in the appropriate field.

<u>Code</u>	<u>Special Explanation</u>
<b>A**</b> **Required for articulated courses	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 (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="#">19 TAC §74.23</a> )
<b>D**</b> **Required for dual credit courses	A college course for which the student earns both high school and college credit through an approved institutional agreement ( <a href="#">19 TAC §4.84</a> )
<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="#">19 TAC §74.24(c)(84)</a> )
<b>G</b>	A gifted/talented (G/T) course
<b>H</b>	An honors course ( <a href="#">19 TAC §74.30</a> )
<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="#">19 TAC §74.26(b)</a> )
<b>K</b>	A pre-International Baccalaureate Diploma Programme (pre-DP) course (for use only by authorized IB schools)
<b>L</b>	A course taken for local credit only
<b>M</b>	A magnet course
<b>P</b>	A College Board-approved Advanced Placement (AP) course
<b>Q</b>	A pre-Advanced Placement (pre-AP) course (for use only for pre-AP courses authorized by College Board)
<b>R</b>	A course completed in summer school, night school, or other such as an instructional arrangement outside the regular school year and/or day
<b>T</b>	A course for which credit is awarded by examination in an academic subject in which the student <b>has had</b> prior instruction ( <a href="#">19 TAC §74.24(c)(12)</a> ).

<u>Code</u>	<u>Special Explanation</u>
V	<p>A state-approved course in which <b>content</b> as described by the Texas Essential Knowledge and Skills (TEKS) has been modified as a result of an ARD committee decision.</p> <p>This code is used <b>only</b> in the permanent records of students receiving special education and related 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. The “V” code may not be indicated on copies of the transcript provided to students, parents, or student-approved entities, including institutions of higher education or prospective employers.</p>
X	An innovative course approved for state elective credit by the State Board of Education ( <a href="#">19 TAC §74.27</a> )
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 ( <a href="#">19 TAC 74.23(2)</a> )
1	<del>Deleted 2012. A course for which a physical education credit or waiver is awarded through a substitution allowed by 19 TAC §74.</del>
2	<del>Deleted 2012. A course that is part of a coherent sequence of career and technical education (CTE) courses. (19 TAC §74.3(b)(2)(G)).</del>
3	A course for which credit is awarded based on the LEA’s evaluation of the student’s records from any school that operates outside the Texas public or charter school system (i.e., home school, out-of-state school, private school, etc.) ( <a href="#">19 TAC §74.26(a)(2)</a> )
4	<del>Deleted 2012. A CTE course that satisfies a specific graduation requirement as allowed by 19 TAC §74.</del>
5	<del>Deleted 2015. Course Grade Average or Final Grade Average includes STAAR® EOC results.</del>
7	A TEKS-based course with 100 minutes of moderate to vigorous physical activity per five-day school week taken to satisfy the physical education requirement on the Foundation High School Program as provided in <a href="#">19 TAC §74.12(b)(6)(B)</a> . The course may not satisfy another graduation requirement.
8	A course taken to satisfy the languages other than English (LOTE) requirement on the Foundation High School Program under exceptions provided in <a href="#">19 TAC §74.12(b)(5)(B) or (D)</a> .
9	An English language arts, social studies, languages other than English, or fine arts course taken by a student with written permission from the student’s parent/guardian to satisfy the fourth science requirement for the arts and humanities endorsement on the Foundation High School Program under <a href="#">19 TAC §74.13(e)(5)(EE)</a> . A student on the Foundation High School Program who does not complete the fourth science credit requirement for an endorsement under <a href="#">19 TAC §74.13(e)(5)(EE)</a> is not eligible to earn the distinguished level of achievement.
10	A course taken as a part of a Foundation High School Program endorsement.

Appendix A: State Board of Education-Approved Graduation Program Seals

*This is the seal 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 §74.5 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.*

**For students who entered Grade 9 beginning with the 2014–2015 school year and thereafter (all programs)**



## Appendix B

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

#### Reporting Requirements for Students Receiving Special Education and Related Services

- (a) Alternate standards and assessment. Unique codes (service IDs) exist in the [Texas Student Data Standards Course Code Table \(formerly C022\)](#) for use in the event that an ARD committee determines that for the student to be successful, the course must consist of alternate instruction aligned to the TEKS and the student will take a State of Texas Assessments of Academic Readiness (STAAR) Alternate 2 assessment. The courses assigned unique codes indicating TEKS-based alternate instruction and administration of STAAR Alternate 2 are limited to the five courses for which a STAAR end-of-course (EOC) exam exists (Algebra I, English I, English II, Biology, and U.S. History).

The *alternate* course code should be used for the AAR but the student's AAR should indicate the **SBOE-adopted title** of the required course as in the following examples:

Course Title	S1	S2	Av	Credit
<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

- (b) With the exception of courses indicated above under paragraph (a) of this section, the standard course code is reported for all courses, regardless of modified or alternate instruction provided, as prescribed in the [TSDS PEIMS Course Code Table \(formerly C022\)](#).
- (c) Courses with modified instruction may be coded in the student record with the Special Explanation Code "V." However, the "V" code must not be printed on the AAR. Courses with modified content may count toward state graduation requirements according to the specifications in the student's IEP.
- (d) For a student receiving special education and related services who entered grade nine from 2011–2012 and thereafter, a timeline of reporting requirements by school year are provided in Part C: Special Instructions for Students Who Entered Grade Nine In or After the 2011–2012 School Year and Thereafter.
- (e) For information related to requirements for students receiving special education services and related who entered prior to the 2011–2012 school year, see the [2012 Minimum Standards for the Academic Achievement Record](#).

Additional information related to graduation requirements for students receiving special education services is provided in [19 TAC §89.1070](#).

## Part C: Special Instructions for Students Who Entered Grade Nine In or After the 2011–2012 School Year

Use the following table to understand the coding options available for particular school years for students who receive special education and related services.

School Year	Reporting Requirements
<b>2011–2012 and 2012–2013</b>	<ul style="list-style-type: none"> <li>• Substitutions are no longer allowed for courses required for graduation for students receiving special education services who entered in or after 2011–2012.</li> <li>• Unique TSDS PEIMS service IDs must be used for courses with modified and alternate instruction and for which there is an EOC requirement and the student’s ARD committee has determined the student will take the alternate EOC assessment. (e.g., 03100505 or 03100507 for Algebra I).</li> <li>• During this timeframe allowing LEAs to transition from local-credit TSDS PEIMS service IDs to standard course service IDs for all courses, with the exception of courses with an EOC requirement, for which a unique TSDS PEIMS service ID must be used.</li> </ul>
<b>2013–2014</b>	<ul style="list-style-type: none"> <li>• LEAs must use standard TSDS PEIMS service IDs for all courses other than those with an EOC requirement and a unique TSDS PEIMS service ID.</li> <li>• LEAs continue to use unique TSDS PEIMS service IDs for courses with modified or alternate instruction and for which an EOC assessment exists or existed at one time<sup>3</sup>.</li> <li>• The 9 codes (9XXXXXXX) for local-credit are retired. All local-credit courses taken by students receiving general education and special education and related services must be reported using the 8 codes (8XXXXXXX) and may only be offered for local-credit. Local-credit courses do not satisfy or count towards state requirements for graduation.</li> </ul>
<b>2016–2017 and thereafter</b>	<ul style="list-style-type: none"> <li>• All courses for which there is no longer a modified or alternate EOC assessment must be reported using the standard TSDS PEIMS service ID.</li> <li>• Modified and alternate TSDS PEIMS service IDs for courses for which there is no longer a modified or alternate assessment option are retired.</li> <li>• Unique TSDS PEIMS service ID continue to be used for the five courses with an EOC requirement for which an alternate EOC is still administered.</li> </ul>

<sup>3</sup> The number of STAAR EOC assessments required for graduation was reduced from fifteen to five assessments, beginning with the spring 2014 administration.