



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: International Transcripts

NUMBER: BUL-1545.1

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Division of Instruction

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Instructional Operations

DATE: September 2, 2015

ROUTING

LD Superintendent
LD Instructional Directors
LD Counseling Coordinator
Secondary Principals
Secondary Assistant
Principals
College Counselors
Counselors

PURPOSE: In order for students entering LAUSD from other countries to receive appropriate credit for courses taken, school personnel will follow the procedures identified.

MAJOR CHANGES: This Bulletin replaces BUL-1545, titled *Foreign Student Transcripts* issued February 14, 2005. The information and forms have been revised to reflect current District policies and procedures. New Procedures have been delineated for assigned credits and achievement marks.

INSTRUCTIONS The following guidelines apply.

I. INTRODUCTION

The purpose of this bulletin is to provide procedures for uniformly granting credit for subjects studied in other countries. The transcripts must show that subjects were studied at the secondary level. Credits will be granted for subjects equivalent to those listed in the Guidelines for Instruction. <http://achieve.lausd.net/Page/7843>

After copies are prepared for evaluation, original transcripts and supporting documents are retained by the student and the parents/guardians. The information becomes part of the student's permanent cumulative record and electronic transcript.

Credits granted should be recorded on the cumulative record card and on the electronic transcript by subject area in the appropriate grade level row.



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II. CREDITS BASED ON TRANSCRIPTS

On June 14, 2005, The Board of Education approved the Resolution to “Create Educational Equity in Los Angeles Through the Implementation of the A-G Course Sequence As part of the High School Graduation Requirements.” On May 8, 2012 the Board of Education passed the Resolution “Enhancing Instruction and Academic Achievement.” Both of these resolutions established the criteria for all students to complete a minimum of fifteen college preparatory courses from the “A-G” sequence. Enrollment in the “A-G” course sequence began in 2008.

On June 9, 2015, the Board of Education approved a Resolution “To Recommit to A-G for All.” For the classes of 2016 and beyond, LAUSD graduation requirements include the CSU “A-G” course sequence which all students are required to complete with a grade of “D” or better for graduation eligibility.

To provide a uniform system of granting credit, the following procedures will be followed:

- A. Credits granted should be recorded on the cumulative record and the electronic transcript by subject area in the appropriate grade level row using the generic department course title and District number ending in “00”. Specific course titles and marks are NOT recorded unless the procedure in item “II B” is used. These course numbers will grant numerical credit but will not count towards satisfying other graduation requirements. For information on how students may satisfy graduation requirements, see instructions for verification of marks below.

The following District course numbers are to be used:

ART	200100	MUSIC	320100
BUSINESS	210100	PHYSICAL ED	330100
COMPUTER SCI	180100	BIO SCIENCE	360700
ENGLISH	230100	PHYS SCIENCE	361300
FOREIGN LANG	250100	SOCIAL SCI	370100
MATHEMATICS	310100	THEATER ARTS	380100

- B. All students must satisfy the A-G course sequence in order to be eligible for high school graduation. Marks may be



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accepted and recorded with the specific District course title if the school can verify the mark or marks earned by a culminating full course examination prepared and administered by the local school or through validation by taking a higher level course. For example, when the student successfully passes the final exam at the local school for Biology AB, the course title and marks from the student's original school may be recorded on the cumulative record and the electronic transcript. Additionally, if a student takes the final full course examination for Pre-calculus, the student would satisfy the A-G requirement for four years of math through validation.

In many countries, only annual courses are offered and students earn a full year's credit for the course. In such a circumstance, students shall be awarded full numerical credit for the course. In other words, a student from a country abroad could earn numerical credit as stated above in "II A" or, if able to pass the course final exam or validate by taking a higher level course, could also satisfy the A-G requirement by receiving a mark for the specific course.

- C. A total of 60 credits will be allowed for each year of study. Additional credits over that number may be counted toward the next succeeding grade level with the approval of the school principal. (See attachment B). The principal and assistant principal in charge of secondary counseling services (APSCS or AP) should review the student's academic record in light of the student's age and grade level so as not to disadvantage the student in progressing toward graduation.
- D. English courses taken in an English speaking country, in an American school, or in a school where the medium of instruction is English will provide English credit.
- E. English courses taken in a non-English speaking country or in a school taught in a language other than English will be listed as a language other than English (LOTE).
- F. Biology will provide biological science credit toward graduation if the procedure in paragraph II B is followed.



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- G. Chemistry or Physics will provide physical science credit toward Graduation if the procedure in paragraph II B is followed. If Chemistry and Physics are taught in an integrated curriculum and the mark is verified (as stated in “II B” above), the course shall be listed as Integrated/Coordinated Science 3 and grant credit toward the physical science graduation requirement.
- H. Algebra, Advanced Algebra (Algebra 2), and Geometry and Pre-calculus will provide mathematics credit toward graduation if verified (as stated in “II B” above).
- I. Geography and History of a particular country will provide social studies elective credit. World History studied in another country and verified (as stated in “II B” above) will be listed on the student’s permanent record as World History, Culture, & Geography: Modern World and will meet the World History graduation requirement.
- J. Military Training and Youth Training will not provide physical education credit but will provide elective numerical credit.

III. CREDITS BASED ON RECONSTRUCTION OF TRANSCRIPTS

Students from other countries enrolling in District schools may not have or may not be able to obtain school records because of political unrest, loss, destruction, or other factors. When such circumstances exist, an opportunity will be given for students to reconstruct their school experiences to determine the appropriate credit to be granted.

To assist the student in reconstructing his/her educational experience, schools are to provide the attached forms “Educational Background” (Attachment A) and “Reconstructed Secondary Coursework” (Attachment C). School officials should provide assistance to parents in order for them to understand the procedure to reconstruct educational information.

- A. The parent/guardian must notarize the statement on page 2 of the “Reconstructed Secondary Coursework” form (see Attachment C) verifying that the reconstructed educational information is a true report of coursework completed.



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- B. On the cumulative record, in Section 13, “Significant Information” and in the “Notes” section of the electronic transcript, enter the following statement “The subjects and credits appearing for grade(s) ___ were obtained from the student’s reconstruction of school work in _____(name of country) for which no transcript was available.”
- C. Once the procedures for reconstructing a transcript have been followed, the courses should be entered into the electronic transcript using the procedure in Section II A. School officials can then follow the procedure in Section II B.

IV. GRADE PLACEMENT OF STUDENTS

- A. The educational background is of particular importance for students from other countries and will be part of the grade placement decision to assure the orderly development of the student’s educational plan.
- B. Inform the student and the parent/guardian that final grade level placement will be based upon the evaluation of previous schoolwork on a year-for-year basis, and will be determined in accordance with District guidelines and graduation requirements met by graduation year.
- C. The principal and the APSCS/AP will make the decision on grade level placement based on credits and courses completed to meet graduation requirements.

V. PROCEDURE FOR EVALUATING TRANSCRIPTS FROM ABROAD

- A. Photocopy all original transcripts from the student’s originating school and other supporting documents. Return originals to parent/guardian or the student. Retain the photocopies in the student’s cumulative record folder.
- B. The student, family, or sponsor must provide a certified translated transcript from countries where English is not the official language before an evaluation can be made. For exceptions, See Section III.



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C. The evaluator or counselor should assist the student in completing the Attachment A form entitled “Educational Background”.

D. Record credits earned on the “Transcript Evaluation Form” (see Attachment B) when the evaluation is completed. Retain this form in the student’s cumulative record folder and in the counselor’s mini cum.

VI. ACCEPTANCE BY OTHER EDUCATIONAL INSTITUTIONS

Inform the student and parents/guardians that numerical credits alone do not satisfy LAUSD graduation requirements. In addition to numerical credits, students must satisfy A-G requirements as well as minimum state requirements. Completing LAUSD requirements does not assure that another school district will accept these credits or that an institution of higher learning will consider them as contributing to the fulfillment of its entrance requirements.

VII. STUDENTS STUDYING ABROAD

The procedures presented in this bulletin do not apply to District students who participate in an exchange program or who study abroad and are working toward a high school diploma. These students must make prior arrangements concerning courses and credits needed to meet graduation requirements.

VIII. TRANSCRIPTS SENT TO OTHER COUNTRIES

A. The school is responsible for preparing a current and complete transcript, bearing the official school seal or school stamp. The principal or designee should sign these documents.

B. Many countries require that transcripts from the United States be legalized. The person requesting the transcript must make an appointment to take the transcript, provided in a sealed envelope, to the Foreign Student Admissions Office. There will be no fee for notarization services in this office.

C. After the transcript is certified as a true copy of the original record and notarized, the person requesting the transcript must take it to the Los Angeles County Clerk District office. This office will insure validity of the public notary’s commission.



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There will be a charge for each notarized document.

- D. After the above certification, the transcripts must be taken to the Office of the Secretary of State. There will be a charge for each notarized document. The Foreign Student Admissions Office will provide the addresses of these offices at the time of notarization.
- E. Questions regarding the sending of transcripts to other countries should be directed to Foreign Student Admissions Office, 121 North Beaudry Avenue, Los Angeles, CA 90012. Telephone 213-202-7518.

RELATED RESOURCES:

Please refer to the following supporting documents:

- Cumulative Record Handbook available online at http://notebook.lausd.net/pls/ptl/docs/PAGE/CA_LAUSD/FLDR_OR_GANIZATIONS/FLDR_PLCY_RES_DEV/PAR_DIVISION_MAIN/SISB/SEC_SIS/BULLETINS_REF_GUIDES_MEMOS_MISC/2012%20SECONDARY%20CUM%20HANDBOOK_0.PDF
- BUL-1100.1 “Criteria for Granting Instructional Credit in Secondary Schools, November 4, 2014.

ASSISTANCE:

For assistance or further information please contact the Local District Counseling Coordinator or the Office of College and Career Education at 213-241-7510.



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ATTACHMENT A

**LOS ANGELES UNIFIED SCHOOL DISTRICT
EDUCATIONAL BACKGROUND**

Student's Name _____ Male ()
 _____ Female ()
 (Last) (First) (Current School)

Birthdate _____ Birthplace _____ Counselor _____

An adequate evaluation of a foreign transcript has to be based on the student's total school experiences. It is important to know the order in which schools were attended and the length of time spent in each school. The more complete the information, the more accurate the evaluation. Please attach all copies to this form. A certified translated transcript from countries where English is not the official language must be provided.

1	2	3	4	5	6	7	8
Year of Attendance	Age	Year in School	School Type (Elementary, etc)	Full Name of School	Country	Language of Instruction	Certificates or Diploma Received
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					



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1 Year of Attendance	2 Age	3 Year in School	4 School Type (Elementary, etc)	5 Full Name of School	6 Country	7 Language of Instruction	8 Certificates or Diploma Received
		9					
		10					
		11					
		12					
		13					
		14					

INSTRUCTIONS

Column 1 – On each line write the year.

Column 2 – Write in student’s age. If student was 6 years old when attending school for the first time, write 6 on the first line.
Continue by writing student’s correct age for each grade.

Column 3 – These are the actual years the student attended school. The first year is number 1; second year number 2; etc.
Allow one line for each year.

Column 4 – Write the kind of school the student attended such as kindergarten, Elementary, Grundschule, Volkshule, Mittelschule, Gymnasium, Lycee, Colegio, Escole Superieur, Secondary School, Grammar School, Teacher’s College, University, etc.

Column 5 – Enter the name of each school attended.

Column 6 – Write the name of the country where each school is located. Column 7 – Write the language used in class by the student’s teacher. Column 8 – Write the name of the certificate the student received.

Place the completed form in the student’s cumulative record folder.



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ATTACHMENT A

**DISTRITO UNIFICADO DE LOS ANGELES
ANTECEDENTES EDUCATIVOS**

Nombre y apellido del estudiante _____ Masculino ()
 (Last) (First) Femenino () _____
 (Escuela a la que asiste actualmente)

Fecha de nacimiento _____ Lugar de nacimiento _____ Consejero _____

La evaluación adecuada de una constancia de estudios en el extranjero se deberá basar en la experiencia escolar total que tuvo el alumno. Es importante saber en qué orden asistió a las escuelas y cuánto tiempo pasó en cada una. Cuanto más detallada sea la información, más precisa será la evaluación. Por favor, adjuntar a ESTE formulario todas las copias. Se deberá proporcionar una traducción certificada de la constancia de estudios de los países con idiomas exóticos.

1 Año en que asistió	2 Edad	3 Años en la escuela	4 Tipo de escuela (primaria, etc.)	5 Nombre completo de la escuela	6 País	7 Idioma de la instrucción	8 Certificados o Diplomas
		1					
		2					
		3					
		4					
		5					
		6					
		7					
		8					
		9					



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1	2	3	4	5	6	7	8
Año en que asistió	Edad	Años en la escuela	Tipo de escuela (primaria, etc.)	Nombre completo de la escuela	País	Idioma de la instrucción	Certificados o Diplomas
		10					
		11					
		12					
		13					
		14					

INSTRUCCIO

NES El alumno debería llenar este formulario con la ayuda del consejero.

Columna No. 1 – En cada renglón, escribir el año.

Columna No. 2 – Escribir la edad del alumno. Si tenía 6 años al comenzar la escuela, escribir el número 6 en el primer renglón. Continuar con la edad correcta en la cual el alumno asistió a cada grado.

Columna No. 3 – Los años en que el alumno asistió a la escuela. El primer año será el número 1; el segundo año, el número 2; etc. Un renglón por cada año.

Columna No. 4 – Escribir el tipo de escuela a la cual asistió el alumno, como kindergarten, escuela primaria, Grundschole, Volkshule,

Middelschule, Gymnasium, Lycee, Colegio, Escole Superieur, secundaria, Grammar School, magisterio, universidad. Columna No. 5 – Escribir el nombre de cada escuela a la cual asistió el alumno.

Columna No. 6 – Escribir el nombre del país donde se encuentra la escuela.

Columna No. 7 – Escribir el idioma en el cual el(la) maestro(a) impartió las clases.

Columna No. 8 – Escribir el nombre del título o certificado que recibió el alumno.

Después de que el alumno haya llenado este formulario, incluirlo en su expediente global.



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ATTACHMENT B

LOS ANGELES UNIFIED SCHOOL DISTRICT
TRANSCRIPT EVALUATION FORM DATE: _____

STUDENT'S NAME: _____ STUDENT'S BIRTHDATE: _____

Based on the transcripts submitted for this student, the following credits are recommended:

GRADE LEVEL	CREDITS	GRADE LEVEL	CREDITS	GRADE LEVEL	CREDITS	GRADE LEVEL	CREDITS
SOCIAL SCIENCE		SOCIAL SCIENCE		SOCIAL SCIENCE		SOCIAL SCIENCE	
SCIENCE		SCIENCE		SCIENCE		SCIENCE	
MATHEMATICS		MATHEMATICS		MATHEMATICS		MATHEMATICS	
LANGUAGE OTHER THAN ENGLISH (LOTE)		LANGUAGE OTHER THAN ENGLISH (LOTE)		LANGUAGE OTHER THAN ENGLISH (LOTE)		LANGUAGE OTHER THAN ENGLISH (LOTE)	
BUSINESS		BUSINESS		BUSINESS		BUSINESS	
COMPUTER SCIENCE		COMPUTER SCIENCE		COMPUTER SCIENCE		COMPUTER SCIENCE	
THEATER ARTS		THEATER ARTS		THEATER ARTS		THEATER ARTS	
MUSIC		MUSIC		MUSIC		MUSIC	
ART		ART		ART		ART	
PHYSICAL EDUC.		PHYSICAL EDUC.		PHYSICAL EDUC.		PHYSICAL EDUC.	

English and Social Studies will receive elective credits when indicated by an asterisk.



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ATTACHMENT C

**LOS ANGELES UNIFIED SCHOOL DISTRICT
RECONSTRUCTED SECONDARY COURSEWORK**

List below all subjects completed during each school year of attendance for which records are unavailable and the final mark received for each subject.

YEAR _____ GRADE _____ MARK	YEAR _____ GRADE _____ MARK	YEAR _____ GRADE _____ MARK
ENGLISH	ENGLISH	ENGLISH
SOCIAL STUDIES ___ History ___ Geography	SOCIAL STUDIES ___ History ___ Geography	SOCIAL STUDIES ___ History ___ Geography
SCIENCE ___ Chemistry ___ Physics ___ Biology ___ Other	SCIENCE ___ Chemistry ___ Physics ___ Biology ___ Other	SCIENCE ___ Chemistry ___ Physics ___ Biology ___ Other
MATHEMATICS ___ Algebra ___ Geometry ___ Advanced Algebra ___ Trigonometry/Math Analysis	MATHEMATICS ___ Algebra ___ Geometry ___ Advanced Algebra ___ Trigonometry/Math Analysis	MATHEMATICS ___ Algebra ___ Geometry ___ Advanced Algebra ___ Trigonometry/Math Analysis
LANGUAGE OTHER THAN ENGLISH	LANGUAGE OTHER THAN ENGLISH	LANGUAGE OTHER THAN ENGLISH
BUSINESS ED. ___ Typing ___ Accounting	BUSINESS ED. ___ Typing ___ Accounting	BUSINESS ED. ___ Typing ___ Accounting
MUSIC	MUSIC	MUSIC
VISUAL ART	VISUAL ART	VISUAL ART
PHYSICAL EDUC.	PHYSICAL EDUC.	PHYSICAL EDUC.
OTHER	OTHER	OTHER

Return completed form, including notarized statement, along with Attachment A, “Educational Background,” to the evaluator of transcripts at the school site.



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ATTACHMENT C

LOS ANGELES UNIFIED SCHOOL DISTRICT
CERTIFICATION OF COURSEWORK COMPLETED ABROAD

I, _____, CERTIFY THAT THE ATTACHED FORM IS A

TRUE REPORT OF THE COURSEWORK OF _____
(Student's Name)

FOR THE SECONDARY GRADES _____ IN _____
(Grades) (Country)

I FURTHER CERTIFY THAT _____ SATISFIED ALL

REQUIREMENTS FOR THE COURSEWORK COMPLETED, AND CERTIFY UNDER

PENALTY OF PERJURY, THAT THE SAME ARE TRUE AND CORRECT.

(Parent/Guardian)

(Date)

*This form must be signed before a Notary Public.