DC PUBLIC CHARTER SCHOOL BOARD

POLICY TITLE: Transcript Audit Policy	
ADOPTION/EFFECTIVE DATE: October 26, 2015	MOST RECENTLY UPDATED: April 23, 2018

PURPOSE

The DC Public Charter School Transcript Audit Policy applies to all authorized public charter high schools in the DC Public Charter School Board (DC PCSB) portfolio. This policy explains the process by which DC PCSB verifies the status of 9th grade students, to ensure they are on track to graduate in four years (one of the indicators measured in the Performance Management Framework), as well as the graduate status of 12th grade students to ensure they are on track to be included on the certified graduates list. The new requirements in this policy are considered guidance for school year 2017-18 (implemented but without penalties), and will go fully into effect beginning July 1, 2018.

POLICY

Ninth Grade Transcript Audit

DC PCSB staff conducts transcript audits on all schools serving grade 9 or its equivalent. This review provides data for the 9th grade on-track measure in the High School Performance Management Framework (PMF). In this process, DC PCSB staff conducts an on-site school visit in which they review student records (e.g., transcripts, report cards, attendance records, community service logs) belonging to 20% of the 9th grade class. If there are no discrepancies between the data template and the student records (i.e., student's on-track/off-track status matches the reviewed documents), then the audit is complete. However, if there are discrepancies between the data template and the student records (i.e., students' on-track/off-track status does not match the reviewed documents), then all 9th grade student records will be audited.

Twelfth Grade Transcript Audit

DC PCSB staff and consultants conduct 12th grade transcript audits on all schools that serve 12th grade students. For a charter school student to receive a high

DC PUBLIC CHARTER SCHOOL BOARD

school diploma signed by the DC PCSB chair, that student's academic records must be confirmed through the audit process. Additionally, for students attending a charter high school that implements attendance criteria as part of its promotion requirements, the attendance records from those students must also be confirmed through the audit process.

In the audit process, all seniors' transcripts are reviewed to ensure the accuracy, completeness, and integrity of student academic records. Schools may be asked to provide the following documents to the DC PCSB staff and consultant review team:

- ☐ A copy of each senior's memorandum of understanding
- ☐ Photocopies of senior transcripts
- ☐ Photocopies of students' report cards from grades 9-12
- ☐ Documentation of all completed community service hours
- ☐ Documentation of night school or any other form of credit recovery course completion[1]
- ☐ Student class schedule and school's master schedule
- ☐ Documentation of blended learning course completion (e.g., online grade report)
- ☐ Documentation of Board-approved course waivers, when applicable
- ☐ Other documentation that provides justification for students' on-track status

The review team will check for each student's graduation status by comparing his or her cumulative academic record to the official transcript and the school's graduation requirements. For schools with specific attendance criteria linked to their promotion policy, the auditing team will also review students' cumulative attendance records.

At the end of the summer, once all schools' summer programs have concluded, DC PCSB staff compiles a comprehensive, certified list of graduates for each charter high school that is first verified by each school, before DC PCSB submits the final list to the Office of the State Superintendent of Education to calculate each school's adjusted cohort graduation rate.

Detailed guidance for transcript auditors can be found here: https://dcpcsb.egnyte.com/dl/DFAJG8z3cN

[1] See DC PCSB's Credit Recovery policy for details on the use of such programs.

Board Approval Acknowledged by:

[redacted]

Rick Cruz
DC PCSB Board Chair

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