

POLICY TITLE: Transcript Audits <u>Audit Policy</u>	
ADOPTION/EFFECTIVE DATE: <u>October 26, 2015</u> N/A	MOST RECENTLY UPDATED: <u>February 6, 2018</u> October 26, 2015

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.

POLICY

Ninth Grade Transcript Audit

DC PCSB staff conducts 9th grade transcript audits on all schools eligible for the High School PMF. These audits usually take place in June and July with a follow-up in August after summer school has ended, serving grade 9 or its equivalent. This process review provides data for the 9th grade on-track measure in the High School PMF. Performance Management Framework (PMF). In this process, a pre-formatted Excel spreadsheet with the 9th grade student names listed in PCSB's database is sent to schools. Schools are asked to indicate whether each student is "on track" or "not on track" to graduate in four years, based on credits earned by the end of the student's 9th grade year. That completed spreadsheet is returned to PCSB. Then DC PCSB staff conducts the audit at the school, reviewing a random selection of 20% of 9th grade students. This process is done with school staff and includes a review of the school's promotion policy, credits earned, course grades earned, and an on-site school visit in which they review student records (e.g., transcripts, report cards, attendance records, community service completed logs) belonging to 20% of the 9th grade class. If all of there are no

~~discrepancies between the data template and the student records in the random selection are correct (i.e., the students' on-track/off-track status is the same as what the school listed on the original spreadsheet matches the reviewed documents), then the audit is considered complete. However, if any of these are discrepancies between the audited students cannot be verified data template and the student records (i.e., the students' on-track/off-track status does not match what is listed on the spreadsheet), reviewed documents), then all 9th grade students student records will be audited. A summary of the findings is sent to the school after the audit. At the end of the summer, the on-track numbers are revised to include students whose on-track status changed after completing summer school.~~

Twelfth Grade Transcript Audit

~~DC~~ PCSB staff and consultants conduct 12th grade transcript audits on all schools that serve 12th grade students. ~~These audits are conducted between March and May.~~ For a charter school student to receive a high school diploma signed by the ~~DC~~ PCSB chair, that student's academic records must be confirmed through the audit process. ~~Prior to the audit, schools verify the roster of seniors presently enrolled, their~~ Additionally, for students attending a charter high school specific graduation that implements attendance criteria as part of its promotion requirements, and their grading policies and procedures, their attendance records from those schools 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. ~~Reviewers work with school staff to analyze report cards, official transcripts, student/parent handbooks, course catalogues and guidance/registrar files to complete the review. Discussion with school leaders occurs as needed. At the end of the process, the audit review team conducts a clarifying session which provides an opportunity for the school to review the data and clarify any miscalculations.~~ Schools may be asked to provide the following documents to the DC PCSB staff and consultant review team:

~~Schools are asked to provide the following documents to the PCSB staff and consultant review team:~~

- A copy of each senior's memorandum of understanding
- Photocopies of senior transcripts ~~for purposes~~
- Photocopies of mark up 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 completion¹
- Documentation of Board approved course waivers, when applicable
- Other documentation that provides justification for students' on-track status

The review team ~~uses pre-formatted Excel spreadsheets to document~~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. ~~An Executive Summary of the findings is then sent to the school and includes the number of students on target to graduate~~ For schools with specific attendance criteria linked to their promotion policy, the auditing team will also review students' cumulative attendance records.

~~Prior to~~ At the end of the summer, once all schools' summer programs have concluded, DC PCSB staff compile a comprehensive, certified list of graduates for each charter high school's graduation ceremony, school that is first verified by each school must schedule an appointment with PCSB staff in order to complete a post-audit follow-up session. During the post-audit appointment, two things occur: (1) the school provides documentation to, before DC PCSB staff as evidence for any students whose graduation status changed from "not on track" to "on track" or vice-versa since submits the time of the transcript audit; and (2) the school provides original copies of high school diplomas for each of their anticipated June graduates. Once PCSB staff validates every student's record and determines eligibility for graduation, the school's diplomas are accepted to be signed by PCSB's board chair.

~~Following all high school graduations, PCSB designates a due date for all schools to submit a certified graduates list of all students who graduated, as well as a list of students who are expected to graduate after summer school or another credit-recovery program. At the end of the summer, the graduation numbers are revised to include students who graduated after completing summer school with a final cutoff date of August 31 for all summer school graduates. PCSB compiles the June certified graduates list and the summer school graduates list to create one certified list of graduates for the school year that is sent~~ list to the Office of the State Superintendent of Education (OSSE) to calculate each school's adjusted cohort graduation rate. The deadline to submit the certified graduates list to OSSE is August 31.

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.