

Graduation Transcript Audit Guidance

SY 2025 – 26

Which students are included in the transcript audit?

Between December 2025 – August 2026, all students within the LEA who are being considered for graduation in school year (SY) 2025 – 26 will be reviewed.¹ This includes:

- All 12th grade students
- Students in other grades who have met graduation requirements
- Students at non-public placements (NPP)
- Students on an IEP Certificate of Completion track
- Students in the National External Diploma Program (NEDP)²

For spring transcript audits, DC PCSB will populate each LEA's audit spreadsheet with students identified in our records as being enrolled in 12th grade during SY 2025 – 26.³ Schools will then be asked to complete the following:

- Highlight in **yellow** students who have been unenrolled and/or are not being considered for graduation.
- Add students in **red** who were not included in the list but should have been.
- Populate the Diploma Type column to indicate if each student is receiving a diploma or certificate.
- Highlight in **yellow** notable errors and add in **red** other changes that need to be made.
- By returning the spreadsheet to DC PCSB, schools confirm that the list of students eligible to graduate during that audit is accurate.

¹ For reporting purposes, OSSE requires that students are enrolled (stage 5 enrollment) in the school's student information system (SIS) for the school year that the student will earn the diploma. Otherwise, students may not be counted on the certified graduate list, finalized by OSSE.

² DC PCSB includes NEDP students in the certified graduate list. However, OSSE conducts separate audits for these students to confirm they met the NEDP requirements. DC PCSB will hold an abbreviated audit process for these students prior to signing diplomas.

³ For midyear transcript audits, schools will populate the blank spreadsheet provided by DC PCSB with the students eligible to graduate at that time. For summer transcript audits, DC PCSB will populate the spreadsheets with students deemed "Not on Track" during the spring audit.

As noted above, DC PCSB includes NPP students in its transcript audits. They must meet the graduation requirements of their sending LEA to earn a diploma or certificate. A NPP student may be eligible to have a school-specific graduation requirement waived if all the following conditions are met. These conditions generally apply for any student seeking a waiver.

- The LEA has school-specific graduation requirements that are equivalent to or surpass those in the DCMR.
- The LEA grants student waivers from a school-specific graduation requirement.
- The graduation requirements (or other Board of Trustees-approved policy) describe the criteria used to grant a student a waiver from a school-specific requirement.
- The Board of Trustees approves each student waiver, which is then included in that student's files.

How should I prepare for a transcript audit?

Transcript audits will be held remotely for SY 2025 – 26. School staff must upload the following documents using the provided Egnyte link by 5:00 PM the day before the transcript audit window begins.

Category	Description
Student files	<p>For each student eligible to graduate in SY 2025 – 26, upload the following documents as a PDF using the provided link. You may combine multiple student files into a single PDF (e.g., students with last names beginning with A – L), or you may upload one PDF per student.</p> <ul style="list-style-type: none"> • Letter of Understanding/Memorandum • Transcript(s) (from all schools attended) • Current class schedule • End-of-year report cards showing all high school credit earned from all schools attended for all years <u>except</u> the students' current school year • Community service documentation (Note: the SY 2025 – 26 requirement is 100 hours) • Other school-specific documentation (e.g., proof of credit recovery, course waiver, etc.)

Category	Description
	<ul style="list-style-type: none"> <i>If applicable: Attendance documentation for NPP students</i>
Course catalog	For the audit team to have a comprehensive list of courses offered by the school, upload the course offering document that is provided to students/families.
School-specific attendance policy	If your school has a promotion policy or a graduation requirement that establishes an attendance threshold, please upload the documentation that is provided to students/families. For these schools, DC PCSB will pre-populate attendance data will in the audit spreadsheet for all students <u>except</u> those attending a NPP. The school must provide data for NPP students.
Credit recovery policy monitoring	<p>Please upload the school's credit recovery policy. Auditors will check for consistency between the school's credit recovery policy and practice. This is to ensure that students who have engaged in credit recovery are doing so in a way that is consistent with the LEA's policy. Auditors will be checking specifically for:</p> <ul style="list-style-type: none"> <u>Transcript</u>: Original course attempted and failed/incomplete and credit recovery course with credit earned <u>Supporting documents</u>: Mechanism of credit recovery courses align with school's policy (i.e., program used)
IEP Certificate of Completion policy	If the school has made changes to its IEP Certificate of Completion policy since summer 2024, please upload the revised document.

What can I expect before, during, and after the transcript audit window?

Before the Transcript Audit Window

- Schools validate the initial spreadsheets that DC PCSB shares with them.
 - The validation includes the addition and removal of graduates on the spreadsheet as needed (see page 1).

- See footnote 2 for information on how to validate initial spreadsheets for midyear and summer transcript audits.
- School representatives choose a transcript audit window using the DC PCSB-provided sign-up sheet.
- If students are eligible to graduate midyear or during the summer, schools indicate that by responding to a DC PCSB survey prior to those audit seasons.
- At least two business days prior to the start of the audit window, DC PCSB sends a reminder email with the link for schools to upload documentation.

During the Transcript Audit Window

- The transcript audit window lasts for three business days.
- The day before the first business day of the audit, school staff must submit all required documents by 5:00 p.m.
 - If there are complications with uploading any documents, please contact DC PCSB before the audit commences.
- School staff must be available to answer questions during the audit window.
 - There will be an “office hours” scheduled from 1:00 p.m. – 2:00 p.m. on the first day of the audit window for DC PCSB reviewers to ask questions about student documents. DC PCSB will share the link to that Zoom meeting.
 - DC PCSB may contact you by phone or email throughout the window.
- During the audit window, the DC PCSB review team will examine all records for students being considered for graduation.
 - Reviewers will check each students’ report cards, credit recovery documents, and other supporting academic documents to ensure they match the transcript. They will record their work in the spreadsheet.
 - Reviewers will make an “On track” or “Not on track” determination for each student on the spreadsheet.

After the Transcript Audit Window Closes

- One week after the audit window closes (i.e., the third business day of the audit), the DC PCSB point of contact will email the school the following information:
 - Initial review audit spreadsheet: Contains all audit results, including notes of missing documentation, insufficient credit attainment, or incomplete community service hours.

- Executive summary: Provides an overview of the auditors' findings and any recommendations, such as how to resolve students deemed "Not on track."
 - Post-audit validation appointment: Using the link provided in the email, schedule a meeting with the DC PCSB point of contact for a date after all grades and community service hours have been finalized.
- During the post-audit validation appointment, the school will have a final opportunity to resolve any issues flagged during the audit and/or share student determination changes.
 - School staff may provide supplementary student documentation or clarify its practices.
 - At the conclusion of the post-audit validation appointment, DC PCSB will determine which students have met all the school's graduation requirements and are officially eligible for receipt of a validated diploma.
- Within two business days of the post-audit validation appointment, the DC PCSB point of contact will email the school the following information:
 - Final master transcript spreadsheet: Includes all updates made from the post-audit validation appointment and is deemed "final."
 - Post-audit validation assurance letter: Sign, date, and return this letter, which affirms that the audit results are finalized and correct, using the provided upload link.
 - Diplomas: DC PCSB prefers to sign diplomas electronically, but the point of contact can arrange for the DC PCSB Board Chair to physically sign diplomas. If an electronic signature suffices, use the provided link to upload all student diplomas in a single PDF. Regardless of the method, please ensure that all signatures besides DC PCSB's Board Chair's signature are on the diploma prior to DC PCSB's receipt.
- Within two business days of receipt, DC PCSB will return diplomas with the Board Chair's signature.

SY 2025 – 26 Graduation Transcript Audit Timeline

Date	Event
Midyear Transcript Audit Season	
November 4, 2025	School leaders receive graduation transcript audit timeline.
November 18, 2025	SY 2025 – 26 Graduation transcript audit training held on Zoom.
November 19, 2025	DC PCSB sends schools the graduation transcript audit training resources.
November 21, 2025	Deadline to sign up for a midyear graduation transcript audit via survey.
November 24, 2025	DC PCSB shares blank midyear graduation transcript audit spreadsheets for applicable schools to populate and verify.
December 11, 2025	Deadline for applicable schools to return their populated and verified midyear graduation transcript audit spreadsheets.
December 15, 2025 – February 20, 2026	DC PCSB conducts midyear transcript audits.
Spring Transcript Audit Season	
March 9, 2026	DC PCSB shares spring transcript audit spreadsheets for all schools to verify.
March 16, 2026	Deadline for all schools to return their verified spring transcript audit spreadsheets.
March 17, 2026	DC PCSB shares sign-up sheet for spring transcript audits.
March 24, 2026	Deadline to sign up for a spring transcript audit window.
April 6, 2026 – May 15, 2026	DC PCSB conducts spring transcript audits.

Summer Transcript Audit Season	
June 22, 2026	DC PCSB shares summer transcript audit survey for schools to indicate if they have students eligible to graduate.
July 2, 2026	Deadline to sign up for a summer transcript audit via the survey.
July 6, 2026	DC PCSB shares summer transcript audit spreadsheets for applicable schools to verify.
July 20, 2026	Deadline for applicable schools to return their verified summer transcript audit spreadsheets.
July 21, 2026 – August 13, 2026	DC PCSB conducts summer transcript audits.

Where can I go for resources? Who can I contact?

All related policies and documents for the graduation transcript audit can be found on the High School Resources page on DC PCSB's website: <https://dcpcsb.org/high-school-resources>. New school staff are especially encouraged to review the Transcript Audit Policy.

Kristie Dennis; Manager, Sector Planning and Compliance; is DC PCSB's point of contact for high school oversight, including graduation transcript audits. She can be reached at kdennis@dcpcsb.org or (202) 328-2671.