



INDIANA
DEPARTMENT of
EDUCATION

Requirements & Guidance for High School Transcripts

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Indiana Department of Education

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in.gov/doe

Introduction

This document provides guidance for high school transcripts, covering items that must be included and additional items that may be added at the discretion of the school. This resource will be regularly updated to address questions posed by administrators and counselors.

Indiana High School Transcript

A *high school transcript* is the official academic record of the courses and credits completed by a high school student. It may be produced in hard copy or electronic format. An official paper copy of the document contains an official signature and seal of the school. An electronic transcript (i.e., e-transcript) submitted through Parchment is also considered an official transcript.

Common Electronic Transcript

Per [Indiana Code \(IC\) 21-18-12](#), all public secondary schools must use a common electronic transcript with common data fields and formats developed by the Indiana Department of Education (IDOE), the Commission for Higher Education (CHE), and state educational institutions. Data fields and additional resources regarding this requirement can be found [here](#). Note that required data fields found on the “Common Transcript Data Elements” spreadsheet are noted as “CT-R” (common transcript-required) or “IC-R” (IC-required).

Required Components

[IC 20-33-2-13\(a\)](#) requires that school corporations include the following information in the official transcript of a high school student:

1. Attendance records;
2. **Upon request of the student**, the student’s latest statewide assessment program results;
3. Any secondary or postsecondary certificates of achievement earned by the student; and
4. Dual credit courses from the [Indiana Core Transfer Library](#) taken by the student.

(b) The department shall consider ways to reflect a student's knowledge, skills, competencies, and experiences on the student's high school transcript in addition to completion of diploma requirements under [IC 20-19-2-21](#).

In addition to these required components, the common electronic transcript requires specific components noted as “CT-R” in the “Common Transcript Data Elements” spreadsheet. A school corporation may also include additional, non-required information on a student's high school transcript.

Attendance Records

- IDOE recommends that the high school transcript show, at a minimum, the number of days a student has been absent in the school year.
- Schools may include additional attendance information, such as attendance by semester or trimester.
- The date of enrollment, date of graduation, or date of withdrawal or exit interview should also be included.

Statewide Assessment Program Results

- When including a student's latest statewide assessment results on the student's official high school transcript **upon the request of the student**, numerical scores are required.
- [IC 20-33-2-13\(a\)\(2\)](#), formerly IC 20-33-2-13(2), requires the student's actual results be included on their official high school transcript, not a general description of the student's results.

Secondary or Postsecondary Certificates of Achievement

- The term "Certificate of Achievement" refers to any academic or technical award, distinction or honor the student has earned.
- Examples include an AP Scholars award, Biliteracy Certificate, Certified Nursing Assistant (CNA) certificate, National Merit Scholarship, and other similar awards, credentials, or certificates.
- Schools determine the awards and distinctions that are listed on a student's transcript.
- Note that a "Certificate of Achievement" does not refer to a document given to students who are not meeting graduation requirements.

Dual Credit Courses

- State law requires that any dual credit courses listed on the [Indiana Core Transfer Library \(CTL\)](#) that a student takes must be listed on the student's high school transcript.
- In order to meet the dual credit options for the Technical Honors Diploma and Academic Honors Diploma, dual credit courses do not have to be from CTL, but they must be on the [approved dual credit list](#).¹
- Any dual credit courses listed on CTL and the approved dual credit list, must be included on the high school transcript if they are used to meet a course or credit requirement.
- Dual credit courses should be listed whether the student earns high school or college credits for the course.
- Transcripts must reflect that the secondary credits were earned at an eligible institution (e.g., US History HST 101 Ivy Tech) per [IC 21-43-4-5](#).
- All public secondary schools must use the common electronic transcript, which includes a dual course designation under 'Enrollment Type.'

¹ Effective with students who entered high school in the 2012-13 school year (class of 2016), dual credit courses must be from the approved dual credit course list to meet the Academic or Technical Honors diploma option(s).

Update: Immunization Information

- [Section 14 of House Enrolled Act \(HEA\) 1635](#) removed the requirement to include immunization records on high school transcripts.

Transcript Format

Clarity and Legibility

- Transcripts should be typed or computer-generated. No handwritten items should be included.
- Photocopies must be clear and readable.
- Courses should be listed chronologically by grading period.
- State approved course titles and four-digit state course numbers must be used (CT-R).
- When space on the transcript is limited, it is permissible to put an asterisk or subscript notation on the high school course title and list more details about the dual credit course in a “miscellaneous” or “notes” section of the transcript to include the number of college credits earned.
- Note that the maximum size for the State Course Name/Title electronic transcript data field is 60 characters.
- Standard course abbreviations are suggested in “[High School Course Titles and Descriptions](#).”

High School and Corporation Information

All transcripts should include:

- High school name, address, phone number, four-digits school code, name and email address of a contact person, and high school website.
- School corporation name, address, phone number, four-digit school corporation code, school corporation website, and corporation contact for student records.
- Grading scale used by the school.
- Official school seal and authorized official signature if submitting in paper format.
- College Board six-digit College Entrance Examination Board (CEEB) or Attending Institution (AI) code (CT-R).

Student Information

All transcripts should include:

- Student’s full legal name
- Student’s home address
- Student’s phone number
- Student’s mailing address
- Student’s gender
- Student’s date of birth
- Student Test Number (STN)
- Name(s) of parent(s) or legal guardian(s)
- Grade level at time transcript is prepared

Academic Information

- **Assessment Program Results:**
 - [College Board policy](#) suggests that PSAT/NMSQT scores should not become part of any student's transcript or permanent record that is routinely shared with outside entities, such as colleges, scholarship organizations, or potential employers.
 - [ACT policies](#) allow schools to locally decide whether to list ACT scores on a student's transcript.
 - Testing scores such as scores for ASVAB, Work Keys, or other assessments, in addition to statewide assessment results, may be included but are not required. Guidance regarding the inclusion of Advanced Placement (AP) scores can be found in the Frequently Asked Questions section. Notations referencing credits that were earned through an alternative education program, correspondence course, online course, etc. are not appropriate. If the course covers the Indiana Academic Standards required for the course, no additional notation is needed.
- **Coursework Information:**
 - Diploma Type Awarded:
 - General
 - Core 40
 - Core 40 with Academic Honors
 - Core 40 with Technical Honors
 - International Baccalaureate
 - Alternate Diploma
 - All courses to be counted toward a student's diploma requirements with grades and credits, including physical education (PE) and health courses.
 - This section should include the total number of credits earned by the student.
 - Include the cumulative grade point average (GPA), calculated by semester, trimester, or on an annual basis.
 - Schools should use [Indiana state-approved course titles](#) and four-digit course numbers (or approved non-standard course titles) and factor all courses into the cumulative GPA.
 - Honors and/or weighted courses should be clearly identified.
 - Pass/Fail Grades:
 - Pass/Fail grades are allowed for applied units that count towards completion of an Alternate Diploma.
 - No Pass/Fail grades are to be listed for Core 40 or Academic Honors Diploma candidates.
 - Pass/Fail grades may not be used for 34 of the 40 credits required for the General Diploma.
- **Dual Credit Course Information:**
 - Dual credit courses must be listed in one of two ways:
 - A combination of the college course title and the appropriate state-approved high school course title, if it has been determined that the dual credit college course meets the Academic Standards for the

corresponding high school course.

- For example, HST 101 at Ivy Tech Community College may appear on the high school transcript as “US History/HST 101 Ivy Tech.”
- In these instances, the state-approved high school course title should be listed first, followed by the college course number and the eligible institution where the credits were earned.
- Note that the student’s high school transcript must reflect that the secondary credits were earned at an eligible institution.
- If there is no state-approved high school course title because the course was taught on a college campus, through the college online, or by a visiting faculty member:
 - Approved course titles by content area would read “Advanced, College Credit/College Course Title (Institution Name)” (e.g., “Advanced Business, College Credit/ACC 202 [BSU]).
 - Course titles may be abbreviated (e.g., Adv. Comp), but must be used in conjunction with the college course title, number, and institution (e.g., Adv. Soc Studies CC/HST 101, Institution Name).
 - Additional Advanced College Credit course titles can be found in [Course Titles and Descriptions](#).²
- For more complete information regarding the correlation of high school dual credit courses to the post-secondary courses, see the [Dual Credit Crosswalks](#) for liberal arts and Career and Technical Education (CTE).
- For college admissions purposes, the college credit will be transcribed. The student should request to have a transcript sent from the postsecondary institution where the dual credit was earned to the postsecondary institution to which they are applying for admission.
- Contact [IDOE](#) for further clarification and guidance on specific advanced coursework questions.

Additional information may be included on the transcript at the discretion of the school, including:

- Class rank
- The listing of course retakes, audits, may be decided locally; however, schools must be sure that the transcript clearly reflects all of the courses attempted and credits earned.
- If the local school corporation policy is to issue high school credit for courses taken in middle school, and the course is equivalent to its high school counterpart and taught by a highly-qualified teacher, the course should be noted on the transcript in the same way the other courses are noted.
 - The grades and credits must be included on the transcript if being used to meet high school diploma requirements.
 - Refer to [this memo](#) on High School Credit for Courses Completed Prior to Grade

² These Advanced course titles are not typically used for dual credit courses taught in a high school class by high school faculty, unless otherwise indicated.

Nine for further details.

- School awards and/or honors earned in grades nine through 12 such as Salutatorian, Valedictorian, Honor's Society, etc. may be listed but are not required.

Special Education Students

- No disclosure of a disability should be noted on a transcript.
- Where accommodations are used to meet state course standards, grades should not be listed as adjusted or modified.
- In cases where a student's Individualized Education Program (IEP) allows for accommodations to help the student master the academic standards of a state-approved course, no distinction needs to be made to the course title on the transcript.
 - For example, if a student's approved accommodations are used to help the student master the content of Algebra I, the course should be listed on the transcript as Algebra I instead of Algebra I-SP (or other differentiation).
- If modifications or changes are made to the required course standards or content, the official state course title should not be used.
 - In these situations, you would use the "Applied" Course Title and the student would earn Applied Units towards an Alternate Diploma.
- Pass/Fail grades are allowed for applied units and these units count towards completion of an Alternate Diploma.

English Learner (EL) Students

- A student's English Language Proficiency level, as determined through the administration of the annual WIDA ACCESS assessment, may be included on the transcript. This is a local decision. Schools may opt to include the student's overall proficiency score as determined by the annual language assessment.

Frequently Asked Questions

Number	Question	Answer
1	Can subjective comments or recommendations be included on the transcript?	It is not recommended. If a school wishes to provide subjective comments or recommendations for the student at the student's request, that information should be included in a separate letter.
2	How should it be recorded if a student fails a course but then retakes it and passes?	This is a local school corporation or school governing body decision.
3	How would the GPA be figured if a student fails a course but then retakes it and passes?	This is a local decision. If the grade is noted on the transcript, it should be factored into the GPA.
4	How does a student qualify for a waiver of postsecondary readiness competency and should it be identified on the transcript?	Guidance for obtaining this waiver can be found in IC 20-32-4-4.1 and on IDOE's Graduation Pathways webpage . IDOE recommends that waiver information not be recorded on the transcript. A waiver simply means that the student accomplished the requirements but that a different assessment mechanism was used.
5	Who can request that a transcript be sent to an institution?	<p>According to the Family Educational Rights and Privacy Act (FERPA), schools must have written permission from the parent or eligible student to release any information from a student's education record; however, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions, pursuant to Section 34 of the Code of Federal Regulations (CFR) § 99.31:</p> <ul style="list-style-type: none"> ● School officials with a legitimate educational interest; ● Other schools to which a student is transferring; ● Specified officials for audit or evaluation purposes; ● Appropriate parties in connection with financial aid to a student; ● Organizations conducting certain studies for or on behalf of the school; ● Accrediting organizations; ● To comply with a judicial order or lawfully issued subpoena; ● Appropriate officials in cases of health and safety emergencies; and

Number	Question	Answer
		<ul style="list-style-type: none"> State and local authorities, within a juvenile justice system, pursuant to specific state law. <p>For additional information or technical assistance on FERPA, call (202) 260-3887.</p>
6	Where are immunization records available if we choose to include them on transcripts?	If including immunization information on transcripts, contact your local school nurse for current immunization requirements or review a copy of the most current immunization requirements on IDOE's immunizations webpage . To ensure a student's privacy, do not include any other health information on the transcript. Parent permission must be on file before any part of the student's immunization record can be accessed or recorded outside of the school's permanent records or health records.
7	How should credits earned through a virtual environment, credit recovery situation, or credits earned by demonstration of proficiency be recorded on the transcript?	These courses should be noted the same way you would record classes taken traditionally, as long as they cover the respective content in the Course Description and Indiana Academic Standards. No additional notations should appear beside these courses, as students were required to meet course standards in order for credit to be awarded.
8	If a student tests out or demonstrates proficiency without taking a course, how should it be noted on the transcript?	If and how this is recorded on the transcript is a local decision; however, only those courses listed on a high school transcript with grades and credits count towards graduation. Grades are considered when determining a student's eligibility for the Waiver of Postsecondary Readiness Competency and status for financial aid. For example, if a student tests out of Algebra I and credits but not grades are added to the transcript, those credits would not apply toward the graduation requirements, and that student would need three more years of Core 40 mathematics (math) courses to meet the Core 40 Diploma requirement.
9	If a student completed Algebra I in middle school and has met the required eight credits for the Academic Honors Diploma (without counting the Algebra I credits), would the Algebra I course need to be included on the	Technically, Algebra I credits do not have to appear on a student's high school transcript if the student has six (Core 40 Diploma) or eight (Academic Honors Diploma) math credits in courses at a higher level than Algebra I (including Algebra II). Six math credits must be earned during grades nine through 12. See more information here .

Number	Question	Answer
	transcript, and would the GPA have to be factored into the student's cumulative GPA?	
10	How do pass/fail grades count towards graduation requirements?	<p>Core 40 and Honors Diplomas: No pass/fail grades are allowed for courses that count towards the diploma.</p> <p>General Diplomas: Pass/fail grades may be used as long as they are in addition to the 34 (of 40) required and elective courses that count towards a GQE waiver.</p> <p>Alternate Diplomas: Pass/fail grades are allowed for applied units, which count towards completion of an Alternate Diploma.</p> <p>Graduation Waivers: 34 of the 40 required and elective credits must have a grade of "C" or higher; therefore, those courses could not have pass/fail grades.</p> <p>Physical education and health are both required courses, so pass/fail is not an option for any diploma for these courses.</p>
11	Who should we contact with questions regarding the use of the electronic transcript submitted through Parchment ?	Contact Heidi Dodge at Parchment with questions regarding the electronic transcript.
12	Are there other ways to earn PE/health credits so that a transcript reflects that the student met diploma requirements?	<p>In 2009, SBOE made several rule changes, including the definition of credit, to allow schools more flexibility in working with students and engaging them in challenging content. Students can earn PE credit using alternative options, but it is important to note that all required PE standards must still be met and the credit granted by a licensed PE teacher. Additional information can be found here.</p> <ul style="list-style-type: none"> • 511 Indiana Administrative Code (IAC) 6-7.1-9 states that a school board may recognize a maximum of four credits for military basic training: two credits for PE and two credits for health and wellness, with one additional credit granted for each three months of service. • 511 IAC 6-7.1-4 states that the health and wellness credit requirement may be waived for a student if the student's program includes three credits of the following family and consumer sciences courses: Child Development and Parenting, Human Development and Family Wellness, Interpersonal Relationships, Nutrition and Wellness, or Preparing for College and/or Careers. • For a student who qualifies under the religious

Number	Question	Answer
		objection provision of IC 20-30-5-9 (hygiene instruction), a one-credit substitution of either a science, family and consumer sciences, or health and physical education credit may be used to fulfill the Health and Wellness credit requirement.
13	Will the National Collegiate Athletic Association (NCAA) accept credits earned before grade nine?	Yes, a high school course taken in the eighth grade may be used if the course is on the student's high school transcript with a grade and credit, and if the course is on the high school's list of NCAA-Approved Core Courses .
14	Where can I find more information about NCAA guidelines?	Please visit the NCAA High School Portal for more information.
15	Are there programs/courses that may not be accepted by the NCAA?	Not all nontraditional educational programs/courses meet NCAA core course requirements. The NCAA cautions schools to be careful "with online, correspondence, credit recovery or other types of nontraditional courses." Learn more here .
16	If a student transfers to an Indiana school from another high school, do the courses already listed on their transcript need to be changed to reflect Indiana's state approved course titles? Do we have to accept the courses on their transcript?	<p>Determining whether or not to accept credits from another high school is a local decision. In cases where courses taken at the sending school are in alignment with Indiana high school courses, the previous course title may be used or converted to the Indiana course title. Oftentimes an elective course title, even those not in Indiana's list of course titles, is transferred, as is, to the receiving high school transcript.</p> <p>If it is determined at the local level that the course is equivalent to an Indiana course, a school may count these credits. If the course taken at the student's previous school is not equivalent, the school can include the course on the transcript, but may decide that it cannot be counted towards graduation requirements. If there is a question as to whether the student mastered the course standards and content, the high school has the option of allowing the student to "demonstrate proficiency" through the use of an end-of-course assessment or final exam from an equivalent course. Alternatively, a teacher or department chair from that content area may verify a student's proficiency without an exam.</p> <p>While schools have wide latitude on how to accept credits from another high school, it is important that the policy be consistently and fairly applied. For example, a local policy that accepts, without question, transfer credits from an out-of-state public school but rejects transfer credits from a local non-public,</p>

Number	Question	Answer
		non-accredited high school – without determining a student's proficiency or knowledge in that subject area – might be considered discriminatory.
17	What additional information might be helpful to send to a postsecondary institution?	<p>Postsecondary institutions like to see a high school profile included with the student's transcript. This might include the following:</p> <ul style="list-style-type: none"> ● School counselor's contact information ● Number of AP, International Baccalaureate (IB), dual credit courses offered ● Grading scale used ● Determination of class ranking and designation of Valedictorian, Salutatorian, etc. ● Statistics on the percentage of students who attend college
18	Should AP scores be listed on a high school transcript?	Per the 2023-2024 AP Coordinator's Manual , students have the right to forward their AP scores to colleges and universities. Therefore, schools should use caution in affixing AP score labels to transcripts or other records that will be sent to these institutions.
19	Does IC 20-33-2-13(a)(2), formerly IC 20-33-2-13(2), apply to charter schools?	Yes. The requirements set forth in IC 20-33-2-13 apply to charter schools.
20	With the repeal of IC 20-33-2-13(b), are school corporations permitted to include students' PSAT scores on their students' official high school transcripts?	Yes. School corporations may include students' PSAT scores on their students' official high school transcripts.

Resources

- [Indiana Academic Standards](#)
- [Course Titles and Descriptions](#)
- [Diploma Requirements](#) (511 IAC 6-7.1)
- [Electronic Transcripts via Parchment](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [World Education Service Resources](#) - Transfer Credits of International Students
- [Immunization Requirements](#)
- [Indiana High School Athletic Association \(IHSAA\)](#)
- [NCAA Eligibility Center](#)
- [Transcript Legislation](#)

Contact IDOE's [Office of Student Pathways](#) with additional questions.

Definitions

The following definitions may be helpful in preparing a student's transcript.

Absence

An absence occurs whenever a student is not in school while school is in session, and the student is not engaged in an educational activity approved by the local school board or school administrative staff. Whether the absence is excused or unexcused, it is to be recorded as an absence on the official transcript. There are statutory exceptions to recording a student as absent: service as a page; service during an election; appearance in court by subpoena; National Guard or Indiana civil air patrol duty; educationally related non-classroom activity; or exhibiting at the state fair (see [IC 20-33-2-14](#)). Additionally, it is the legal opinion of IDOE's General Counsel that suspended and expelled students are not to be counted as absent.

[Attendance Guidelines](#)

Attendance

An attendance record must be included as part of a student's transcript, per [IC 20-33-2-13](#).

Class rank

A student's class rank is the academic position relative to all students in the same graduating class and is often based on the earned GPA.

Educational Record

Educational record, as defined in [IC 20-33-7-1](#), means information that is recorded by a nonpublic or public school, and concerns a student who is or was enrolled in the school.

Grade Point Average (GPA)

Grade Point Average is often calculated by totaling all earned points, including all weighted

courses, on a four point scale. If a school chooses to use a scale other than the four point scale, that grading scale should be explained either on the transcript or in an attachment to it. Generally, the GPA is calculated by dividing the total value of all grades earned by the total number of credits attempted, to determine the cumulative grade point average earned by the student for all coursework taken in high school. Any grades for credit-bearing courses (including physical education and health) that appear on the transcript should be included in the GPA calculation.

Transcript

A transcript refers to a copy of a student's academic record which includes all courses taken, grades received, academic honors bestowed, type of diploma awarded, and other pertinent information (required components noted in [IC 20-33-2-13](#)). When a student changes schools, the cumulative transcript is transferred from school to school. When applying to college, students generally request that official transcripts be sent by the issuing school with an original signature of a school official and seal.

Weighted grades

Adding an additional weighted factor for honors courses taken at the high school level is a local decision. For example, an "A" in an honors course may be given five points instead of four in the calculation of the GPA. There is no standard for the use of weighted grades; however, the use of a weighted grading system must be explained on the student's transcript.