

<b>Administrative Directive Title:</b> <b>Transcript Alteration Procedure</b>	<b>AD Number:</b> <b>4.608.1</b>	<b>Adopted:</b> November 2024
<b>Policy References:</b> <a href="#">Board Policy 4.608</a> - Transcript Alterations	<b>Revised:</b>	

- 1 If a student’s transcript needs to be altered, the school principal shall notify Instructional
- 2 Technology Specialist of the circumstances requiring the alteration. They will be responsible for
- 3 securing documentation from the requestor and verifying the documentation before the alteration
- 4 is completed.
  
- 5 If it is determined that a change is required, the Instructional Technology Specialist shall make the
- 6 change. Their signature will serve as documentation of the completed action. All documentation
- 7 associated with the alteration shall be filed in that student’s record.
  
- 8 If it is determined that a change is not required, the determination will be noted and placed in the
- 9 student’s record.



# REQUEST FOR TRANSCRIPT ALTERATION

If a discrepancy is discovered and it is determined that an alteration to a student's transcript is needed, fill out the form below, sign, and return to the **school principal**. The requestor will be notified once a decision has been made.

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_

Course Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher of Record: \_\_\_\_\_ Recorded Grade: \_\_\_\_\_

Reason(s) for Transcript Alteration: \_\_\_\_\_

\_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Requestor's Role (i.e. student/parent/teacher): \_\_\_\_\_ Date: \_\_\_\_\_

Response of Teacher of Record: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher of Record Signature \_\_\_\_\_ Date \_\_\_\_\_

*For Internal Use Only:*

**Request Approved:**  YES  NO

If request approved, explain action taken to complete request: \_\_\_\_\_

\_\_\_\_\_

If request denied, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\*Signature of Asst. Superintendent of Student Support Services \*Date of Completion