

How to Read a High School Transcript

Student records help schools, students, and families track academic progress. Students, former students, parents, and guardians are entitled to view and obtain copies of their records as stated in the New York City Department of Education’s (NYCDOE) [Parents’ Bill of Rights](#) and [Student Bill of Rights](#). Records follow a student from school to school within the NYCDOE. The last school a student attended (or is attending) is the best place to start when looking for records. For more information, see www.schools.nyc.gov/school-life/learning/student-records-and-transcripts.

What is a transcript?

A transcript is the official full record of high school credits, final grades, and exams taken within the NYCDOE. It documents the courses and exams that a student has taken during high school.

There are two different versions of the transcript that you may request:

- The “student transcript,” is organized by year and term.
- The “student permanent record,” has similar information but is organized by subject area.

Your school may refer to either version as a “transcript.”

What is the purpose of a transcript?

The NYCDOE uses information on the transcript to determine the courses and exams a student needs in order to stay on track for graduation. You may also use your transcript to apply for opportunities after high school, such as colleges, jobs, or the military. Your transcript is evidence of the coursework and exams you completed, your grades and academic achievements, and your graduation from high school.

How can I get a copy of my transcript?

Your school should give you an unofficial transcript regularly. This allows you to check your transcript for accuracy and ask questions about your progress. Contact your school counselor if you have not received a copy of your unofficial transcript. You can request a copy at any time.

If you are under the age of 18, your parent or guardian can also request an unofficial transcript from your school at any point in the school year.

If you are a former student, you should contact the last school you attended for copies of your transcript.

What questions should I ask my school?

- When can I expect to graduate?
- What credits or exams do I still need to graduate?
- What courses and exams will I be scheduled for in the next term?
- How can I change my name and gender on my transcript?

Did you know?

Every student in New York City must earn 44 credits, distributed across specific subject areas, and pass specific exams in order to graduate. Learn more about graduation requirements online at www.schools.nyc.gov/school-life/rules-for-students/graduation-requirements. Your school also has graduation requirements cards which outline credit and exam requirements based on the year you entered ninth grade.

You have the right to request written information about their school’s grading policy. Contact your school counselor for a copy of the school’s grading policy to learn how academic performance is measured.

NYC Schools Account allows parents or guardians to view their student’s attendance, grades, assessments, schedule, and contact information in ten languages on a computer, phone, or tablet. If your parents or guardians already have an NYC Schools Account, visit <http://mystudent.nyc> to login. To register for an NYC Schools Account, visit your school or register online at [www.schools.nyc.gov/school-life/support/nyc-schools-account-\(nycsa\)](http://www.schools.nyc.gov/school-life/support/nyc-schools-account-(nycsa)).

Who can I ask for help? Talk to your school counselor or principal about:



NYC graduation requirements



Progress to graduation



Your school’s grading policies

How to Read the “Permanent Record”

STUDENT PERMANENT RECORD SCHOOL NAME

Name / ID : STUDENT'S NAME / STUDENT ID NUMBER Address : STUDENT'S ADDRESS Ph# : Ofcl : Grade Level : 10 Status : A Admit Date: 07/01/2018 Discharge Date : DOB : 04/21/2005 Graduation Date : Rank : Counselor : GONZALEZ							
English / ENL / 1							
2018 / 1	02M972	EES81	ENGLISH 9	86	BENSIGN	1.00 / 1.00	
2018 / 2	02M972	EES82	ENGLISH 9	84	BENSIGN	1.00 / 1.00	
Subject Area : Actual Credits / Credits Earned : 2.00 / 2.00 Subject Area Average : 85% Credits Averaged : 2.00							
Social Studies / 2							
2018 / 1	02M972	HGS41	GLOBAL STUD 9	73	LESSEIG	1.00 / 1.00	
2018 / 2	02M972	HGS42	GLOBAL STUD 9	60	LESSEIG	1.00 / 0.00	
2018 / 7	02M972	HGS42	GLOBAL STUD 9	67	LESSEIG	1.00 / 1.00	
Subject Area : Actual Credits / Credits Earned : 3.00 / 2.00 Subject Area Average : 66.67% Credits Averaged : 3.00							
Mathematics / 3							
2018 / 1	02M972	MES21	ALGEBRA I	76	HIGGINS	1.00 / 1.00	
2018 / 2	02M972	MES22	ALGEBRA I	80	HIGGINS	1.00 / 1.00	
Subject Area : Actual Credits / Credits Earned : 2.00 / 2.00 Subject Area Average : 78% Credits Averaged : 2.00							
Sciences / 4							
2018 / 1	02M972	SLS21	LIVING ENVIRON	86	LEWIS	1.00 / 1.00	
2018 / 1	02M972	SLS21QL	LIV ENV LAB	P	LEWIS	0.00 / 0.00	
2018 / 2	02M972	SLS22	LIVING ENVIRON	90	LEWIS	1.00 / 1.00	
2018 / 2	02M972	SLS22QL	LIV ENV LAB	P	LEWIS	0.00 / 0.00	
Subject Area : Actual Credits / Credits Earned : 2.00 / 2.00 Subject Area Average : 88% Credits Averaged : 2.00							
Health/Physical Education / 8							
2018 / 1	02M972	PPS81	PHYSICAL ED	81	FELDMAN	0.50 / 0.50	
2018 / 2	02M972	PPS82	PHYSICAL ED	85	FELDMAN	0.50 / 0.50	
Subject Area : Actual Credits / Credits Earned : 1.00 / 1.00 Subject Area Average : 83% Credits Averaged : 1.00							
Exam Summary							
2018	Term 2	SXRKE	LIV ENVIRO REG JUN	80			
2018	Term 2	MXREE	CC ALGEBRA I REG JUN	68			
Cumulative : Actual Credits / Credits Earned : 2.00 / 2.00 Cumulative Average : 78% Cumulative Credits Averaged : 2.00							

- This box contains **basic identifying and contact information**. Contact your school if any of this information is incorrect.
- This column represents the **school year and term** (2018/1) when the course was taken. A term is the full length of the course. Students receive final grades (actual marks) on their transcripts at the end of each term.
- This column contains the **school “DBN” or “District/Borough/Number”** (02M972). This describes the school where each course was taken and a grade was received. When students transfer between NYCDOE schools or take courses at other NYCDOE schools, there will be multiple DBNs on the transcript.
- This column contains the **course code** (EES81), which indicates what is taught and how that content is being delivered. All NYCDOE schools use the same course coding practices.
- This column contains the **course title** (ENGLISH 9), which describes what is actually being taught in a course. Unlike course codes, schools can choose their own course titles.
- This column contains the student’s **actual mark** (86), or **final grade in the course**. Schools may choose from one or more grading scales (for example, A-F and 65-100). Some marks, like NX, NL, and NS, are awarded only in rare situations. Contact your school if you have questions about any mark, or if you would like a copy of the school’s grading policy.
- This column contains the **name of the instructor** (BENSIGN) who taught the course and assigned the final grade.
- This column contains the **number of credits each course is worth** (1.00). Some courses, such as science labs and Regents prep courses, are important experiences but do not count for credit. These courses appear on the transcript as worth 0.00 credits.
- This column contains the **number of credits the student earned** (1.00) for each course. Students only earn credits for courses they have passed. You can find a summary of the number of credits attempted compared to the number of credits awarded at the bottom of each subject area section and at the bottom of the transcript. If a student fails a course, there will be fewer credits earned in comparison to actual credits attempted. Students need 44 credits in specific courses to graduate.
- This box contains the student’s **Regents exam scores**. Schools have the option to display all of the student’s Regents exam scores or just the highest score earned for each exam.
- Contact your current school if you have questions about how they calculate the **cumulative grade average**.