

# 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 student records. For more information, see <http://schools.nyc.gov/RulesPolicies/StudentRecords/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: one, called a “student transcript,” is organized by year and term. The other, 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 the information on the transcript to determine the courses and exams a student needs to be scheduled for in order to stay on track for graduation.

Colleges and other post-secondary institutions also use transcripts to determine if students meet the admission criteria. Additionally, transcripts may be presented as evidence of high school graduation to future employers and the military.

## How can I get a copy of my transcript?

High schools usually give students unofficial transcripts periodically during their enrollment. This allows students and families to check the transcript for accuracy and ask questions about the information it contains.

If you are the parent or guardian of a student under the age of 18, you can request a transcript from your school at any point in the school year. If you are a student currently attending a NYCDOE school, you may also request an unofficial transcript from your guidance counselor at any time.

## What questions should I ask my school?

- When do you expect my son or daughter to graduate?
- What credits or exams does he or she still need to graduate?
- What courses and exams will he or she be scheduled for in the next term?
- How can I support his or her progress?

## 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/RulesPolicies/GraduationRequirements](http://www.schools.nyc.gov/RulesPolicies/GraduationRequirements). Your school also has graduation cards that outline credit and exam requirements, which are based on the year the student entered ninth grade.

Students and parents or guardians have the right to request written information about their school’s grading policy. Contact your guidance counselor or principal for a copy of your school’s grading policy to learn how your school measures academic performance.

With a NYC Schools Account, parents or guardians can view their student’s attendance, grades, assessments, schedule, and contact information in ten languages on a computer, phone, or tablet. If you 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/RulesPolicies/StudentRecords/NYCschools](http://www.schools.nyc.gov/RulesPolicies/StudentRecords/NYCschools).

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



**NYC graduation requirements**



**Progress to graduation**



**Your school’s grading policies**

Student Transcript

SCHOOL NAME

<b>1 Name / ID : STUDENT'S NAME / OSIS#####</b> <b>Address : STUDENT'S ADDRESS</b>					
<b>Gender : X Ofcl : XXX</b>		<b>Grade Level : 10 Status : A</b>			
<b>Admit Date: 08/01/2015</b>		<b>Discharge Date :</b>			
<b>DOB : 01/01/2002</b>		<b>Graduation Date :</b>			
<b>Rank :</b>		<b>Counselor :</b>			
<b>2015/ Term 7</b>					
			<b>Actual Mark</b>	<b>Numeric Eq</b>	
01M957	HGS42	GLOBAL STUD 9	67	67	1.00 / 1.00
<b>TermAvg : 67%</b>			<b>Term : Actual Credits / Credits Earned : 1.00 / 1.00</b> <b>Term Credits Averaged : 1.00</b>		
<b>2015/ Term 2</b>					
			<b>Actual Mark</b>	<b>Numeric Eq</b>	
<b>3</b> 01M957	<b>4</b> EES82	<b>5</b> ENGLISH 9	<b>6</b> 84	84	<b>7</b> 1.00 / 1.00 <b>8</b>
01M957	FSS62	SPANISH I	89	89	1.00 / 1.00
01M957	HGS42	GLOBAL STUD 9	60	60	1.00 / 0.00
01M957	MES22	ALGEBRA I	82	82	1.00 / 1.00
01M957	PPS82	PHYSICAL ED	84	84	0.50 / 0.50
01M957	SLS22	LIVING ENVIRON	86	86	1.00 / 1.00
01M957	SLS22QL	LIV ENVIRON LAB	P	85	0.00 / 0.00
01M957	UZS22	ORCHESTRA	71	71	0.25 / 0.25
<b>TermAvg : 80%</b>			<b>Term : Actual Credits / Credits Earned : 5.75 / 4.75</b> <b>Term Credits Averaged : 4.75</b>		
<b>2015/ Term 1</b>					
			<b>Actual Mark</b>	<b>Numeric Eq</b>	
01M957	EES81	ENGLISH 9	86	86	1.00 / 1.00
01M957	FSS61	SPANISH I	80	80	1.00 / 1.00
01M957	HGS41	GLOBAL STUD 9	73	73	1.00 / 1.00
01M957	MES21	ALGEBRA I	84	84	1.00 / 1.00
01M957	PPS81	PHYSICAL ED	89	89	0.50 / 0.50
01M957	SLS21	LIVING ENVIRON	90	90	1.00 / 1.00
01M957	SLS21QL	LIV ENVIRON LAB	P	85	0.00 / 0.00
01M957	UZS21	ORCHESTRA	76	76	0.25 / 0.25
<b>TermAvg : 83%</b>			<b>Term : Actual Credits / Credits Earned : 5.75 / 5.75</b> <b>Term Credits Averaged : 5.75</b>		
<b>9 Exam Summary</b>					
2015	Term 2	SXRKE	LIV ENVIRO REG JUN	80	
2015	Term 2	MXREE	INT ALGEBRA REG JUN	68	
<b>10 Cumulative Average : 81%</b>			<b>Cumulative : Actual Credits / Credits Earned : 12.50 / 11.50</b> <b>Cumulative Credits Averaged : 11.50</b>		

# How to Read the "Student Transcript"

- 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** (2015/ Term 2) 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"** (01M957). 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** (EES82), 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** (84), or **final grade in the course**. Schools may choose from one or more grading scales (such as A-F and 65-100). Some grades, like NX, NL, and NS, are only awarded in rare situations. Contact your school if you have questions about any grade or if you would like a copy of the school's grading policy.
- 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.  
  
A summary of the number of credits attempted versus the number of credits awarded can be found at the bottom of each subject area section and at the bottom of the transcript. If a student previously failed 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 the **cumulative grade average** is calculated.