

DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter Actions Requiring a Vote

- Approve a Charter Application
- Approve a Charter Renewal (15 yrs.)
- Approve Charter Continuance (5 or 10 yrs.)
- Approve a Charter Amendment Request
- Approve a Charter Agreement
- Give a Charter Notice of Concern
- Lift the Charter Notice of Concern
- Commence Charter Revocation Proceedings
- Revoke a Charter
- Board Action, Other _____

Non-Voting Board Items

- Public Hearing Item
- Discussion Item
- Read into Record

Policies

- Open a New Policy or Changes to a Policy for Public Comment
- Approve a New Policy
- Approve Revisions to an Existing Policy

PREPARED BY: Rashida Young - Senior Manager, Equity and Fidelity

SUBJECT: Revisions to the DC Public Charter School Board's
Transcript Audit Policy

DATE: September 17, 2018

Proposal

The DC Public Charter School Board (DC PCSB) staff recommends its Board vote to open for public comment DC PCSB's revised Transcript Audit Policy (Attachment A). DC PCSB is scheduled to hold a public hearing on this matter on October 15, 2018 and will close the public comment period after the hearing is held. The Board will vote on the proposed revisions on November 19, 2018.

Written comments may be submitted until 5:30 p.m. October 15, 2018 by mail or email to:

DC Public Charter School Board
3333 14th Street NW, Suite 210
Washington, DC 20010
public.comment@dcpcsb.org

Summary of Revisions

DC PCSB staff proposes adding language to clarify the following three scenarios:

Students who are enrolled in a charter local education agency (LEA) but attend a non-public school

Language has been added to the policy noting that the transcript audit review team will check the transcripts of any students attending non-public schools to ensure that those students have met the graduation requirements for their respective LEA. In instances where the non-public school does not offer an LEA specific required course, the student must, at minimum, meet the state graduation requirements contained in DCMR 2203. In instances where the non-public school does not offer a course required in DCMR (e.g., DC History not offered in a Maryland non-public), the review team will ensure the student has, at minimum, met the graduation requirements for the non-public school.

Transfer credits of students enrolled in the LEA

Language has been added noting that the review team may request to see documentation that the school’s Board has approved transfer credits from a given outside institution, or criteria the school’s Board uses to accept transfer credits (in situations where a student is enrolled in one LEA but enrolls and gains credit for a course at another institution).

Certificate of Individual Education Plan (IEP) Completion

Language has been added noting that the review team will review transcripts and other applicable documentation for students who will receive an IEP Certificate (as opposed to a standard diploma).

Policy Background

This policy explains the documents DC PCSB requires to validate and verify the school’s accurate recording of credits and grades earned on 9th and 12th grade transcripts. The policy was last revised in April 2018 to include an attendance review for any schools with attendance criteria linked to course promotion; clarification that the school’s board-approved course waivers will be reviewed for any students granted a waiver; and a link to the transcript audit guidance document.

Attachments (separate document)

Attachment A: Revised Redlined Transcript Audit Policy

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| Date: _____ |
| PCSB Action: _____ Approved _____ Approved with Changes _____ Rejected |
| Changes to the Original Proposal: |
| _____ |
| _____ |