

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION	
Student Records Audit Procedures	1020

Each authorized charter school serving high school students shall require all students to meet or exceed all course graduation requirements as outlined in State Board Policy 2.103 and State Board rules. The purpose of this document is to provide authorized charter schools with the procedures that district personnel will follow to ensure students are on-track to meet these graduation requirements.

### **Student Transcripts**

Each authorized charter school serving high school students shall conduct an internal transcript audit for every enrolled student at least annually to ensure students are on-track for graduation. Each authorized charter school is responsible for creating a transcript for every student.

All student transcripts must minimally include:

- Core classes required for graduation;
- Three (3) credits in an elective focus;
- At least twenty-two (22) total credits by graduation;
- HOPE Scholarship GPA; and
- Credits earned through credit recovery.

### **Eleventh Grade Student Records Audit**

In the fall semester of each year, the Commission shall conduct an on-site school visit to audit the student records belonging to a random sampling of twenty percent (20%) of the eleventh (11th) grade class. The purpose of the audit is to ensure all students are on-track for graduation or, if not, allow time to adjust a student's graduation readiness status. Schools are responsible for regularly communicating graduation status with all students and families.

In preparation for the audit, the school shall compile and submit one week prior to the on-site visit a list of enrolled eleventh (11th) grade students and their graduation status (on-track or off-track). The Commission shall use this list to compare with the findings of the audit. If there are no discrepancies, the audit is complete. However, if there are discrepancies, the Commission shall return for a second on-site visit in the spring semester to conduct a full audit of every student record within the eleventh (11th) grade class.

In addition to the transcript, the Commission's audit shall include a review of the following records:

- Current class schedule;
- Historical grades;
- Credit recovery records for grades nine (9) through eleven (11);
- Evidence of progress toward completion of all End of Course exams; and
- Other documentation that provides justification for a student's on-track status.

Upon completion of the audit, the Commission shall share a Findings and Executive Summary with the school.