



### **TRANSCRIPT CONVERSIONS FOR STUDENTS ENTERING WW-P HIGH SCHOOLS**

1. It is the parent/guardian's responsibility to provide an 'official' (with school seal) transcript for the student, in English.
2. Until said transcript, a student is not eligible to participate in any athletic contests according to NJSIAA.
3. A student may begin to follow the schedule you develop for him/her, but once we receive the 'official transcript' changes can be made to the student's schedule.
4. As soon as you receive an 'official transcript' you must complete a Transcript Conversion Form and a Graduation Check Sheet for that student.
5. Upon completion of Transcript conversion form, the copy goes to the secretary for input into SASI and the original transcript and your conversion will be placed in the student's cum folder.
6. Classified students who come from an 'out of district' placement will have their transcript conversion completed by their assigned case manager.
7. If a student's transcript is in a foreign language, the parent may have the conversion done (at their expense) . If you are unable to have this completed, you should consult with either the lead counselor and/or the Director of Guidance Services.
8. No student will be given Honor's Credit for a course from another school, if our school does not give honors weight to the same class. However, the course will be listed on the student's transcript as Honors, but with normal weighting.
9. A student will not receive credit for Religious Classes, even if credit was awarded at the student's previous school.
10. Students are expected to complete all of the courses and pass required HSPA testing in order to earn a WW-P diploma.
  - a. If a student had been attending an in-state NJ school, they are expected to complete H and PE as mandated by the state of NJ, including Driver Education. In extreme cases, this requirement can be waived by the Director of Guidance.
  - b. If a student attended a school out of the State of NJ, the H & PE requirement may be waived, however all other courses must be completed, and HSPA testing in order to earn a NJ diploma.