

References and Resources

High School Transcript (Academic Achievement Record, AAR)

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Text of the Revised Minimum Standards for the AAR, Texas Education Agency, September 2000, <http://www.tea.state.tx.us/taa/curr001101stand.doc>.

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New AAR forms approved by SBOE for school year 2002-2003:
<http://www.tea.state.tx.us/curriculum/aar.pdf>

High School Graduation Requirements

Beginning with 2001-2002 School Year

Texas Administrative Code, Title 19, Part II, Chapter 74, Subchapter D, §74.44 (d)

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Texas Administrative Code, Title 19, Part II, Chapter 74, Subchapter C, §74.25

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Texas Administrative Code, Title 19, Part I, Chapter 9, Subchapter H, §9.145
See also HB 1621, 78th regular session, Texas Legislature

- Public Universities

Texas Administrative Code, Title 19, Part I, Chapter 5, Subchapter M, §5.262
See also SB 258, 78th regular session, Texas Legislature

**REVISED MINIMUM STANDARDS
FOR THE ACADEMIC ACHIEVEMENT RECORD**
September 2000

1.1 Authority and Format

- (a) The Academic Achievement Record (AAR) is an official and permanent record of a student's academic performance during high school and, in some cases, of high school courses completed in middle school or junior high school (TEC §28.025(c)). Entries on this state document of actual courses taken, grades earned, credit awarded, and codes denoting special explanations must be consistent with teachers' records and the student's individual education plan (IEP), when applicable. Entries may not be altered or removed except to correct errors. Error corrections must be fully explained on the AAR. Failure to maintain the AAR accurately, or any attempt to alter the document with intent to use it for fraudulent purposes is a misdemeanor (TEC §25.001(h)). An AAR must be completed for all students enrolled in a high school program.
- (b) The required standard content of the AAR is provided along with approved seal designs to distinguish among various academic programs (TEC §28.025(c)).
- (c) There are no requirements concerning the format, medium, or method of delivery; however, the standard content must be complete and unaltered.

1.2 Rights of Access to the Academic Achievement Record

- (a) The federal Family Educational Rights and Privacy Act of 1974, Section 1232g, Family Educational Privacy Rights, and the Texas Attorney General Open Records Decision Number 152, Obligation to Make Available Copies of Student Education Records, January 28, 1977, mandate that students and their parents have an undeniable right to the AAR. It is illegal to withhold the transcript because the student or the family owe money to the school or for any other reason. The student/family has a right to an exact, unaltered replica of the original file document including any signatures, embossed stamps, school seals, or other certifying documentation already affixed to the AAR. A school must not alter the AAR in any way when providing a copy to a student/family. A stamp noting "Unofficial Copy" on the AAR must not be used when providing a copy to the student/family.
- (b) Universities or other entities that request official copies of the AAR directly from school districts are responsible for obtaining authority from students for release of such records. Students may also request direct mailings of official copies to colleges or to prospective employers. An official AAR provided by the school district may be differentiated from the copy given to the student or family. The words "Official Copy" imply that the AAR is transmitted directly from the school to the authorized requesting institution without the possibility of alteration. A transcript copy should be marked or stamped "Official Copy" only at the time of its authorized release to another institution or student-approved recipient, excluding parents. This stamp or manual entry is never put on the original file document and is not placed on the copy provided to the student or family. The principal, registrar, or their designee may also print or type his or her name and title and sign and date the AAR. An embossed school seal may also be used on official copies of the AAR along with the "Official Copy" entry. The AAR may be withheld from a university or entity other than the student or another school district/charter (TEC §31.104(d)).

- (c) Districts must ensure that copies of transcripts are made available to schools to which students transfer. **The transfer of the AAR to another school district/charter may not be withheld for any reason.** The transcript must be forwarded to the receiving district within 30 days of a student's enrollment in that district. The transcript is important for a student's appropriate placement and continued education as well as for various reports and entries on the Texas Assessment of Academic Skills (TAAS) forms. The right of access to the transcript is protected by law (TEC §25.002).

1.3 Source of Forms

Each district is responsible for reproducing the AAR form in sufficient quantity. Forms may be obtained from local print shops, through bulk purchases by schools or education service centers (ESCs), or from automated systems. The Texas Education Agency (TEA) does not provide blank AAR forms.

1.4 Diploma

- (a) The AAR, not the diploma, is used to differentiate individual accomplishments, achievements, and graduation program completion (19 TAC §74.14(a)). A standard, undifferentiated high school diploma is awarded to all students who have completed one of the graduation programs and have passed the required exit-level assessments unless an Admission, Review, and Dismissal (ARD) committee has determined the student is exempt from the exit-level assessments. This includes students receiving special education who complete graduation requirements specified in their IEP.

An ARD committee defines the graduation program and ensures the course content meets at least the minimum graduation credit requirements for each student with disabilities. The year in which a student entered ninth grade determines the requirements a student must complete to receive a high school program diploma (19 TAC §74.11(d)). If a district requires **all** students to earn more credits than the state's minimum graduation standard, students with disabilities are required to meet the district standard set for all students.

The program seal on the AAR denotes the graduation program the student completed.

- (b) Diplomas are not awarded to students who pass the General Educational Development (GED) exams unless they complete the requirements of one of the graduation programs and meet the state exit-level assessment requirements.

1.5 Seals to Indicate Completion of Various Academic Programs

- (a) For specific descriptions of the academic programs students may choose to complete for graduation, see the July 2000 update to 19 TAC Chapter 74, Graduation Requirements.
- (b) Graduation seals adopted by the State Board of Education to indicate completion of each of the programs appear as Attachment I. At least one of the seals must be affixed to each student's AAR to indicate which of the graduation plans the student completed (19 TAC §74.14(d)). School districts are responsible for obtaining the rubber stamps of the seals for students' transcripts.

1.6 Protection, Retention, and Microfilming

- (a) The AAR is an official document and must be maintained **permanently** by the district (19 TAC §74.14(a)).
- (b) Districts must protect the private information on the AAR from access by unauthorized individuals or institutions (Sec. 1.2(a), Minimum Standards for the Academic Achievement Record).
- (c) HB 1285, Texas Local Records Act, the 71st Legislature, Regular Session, assigned to the Texas State Library and Archives Commission the responsibility for establishing rules for retention, microfilming, and electronic storage of public records. Districts are advised to acquire copies of these rules from the Texas State Library, Local Records Division, P.O. Box 12927, Austin, TX 78711 at (512) 452-9242.

Each district is required by law to appoint a Records Management Officer and to notify the Texas State Library of the name of this officer.

1.7 Course Codes and Titles

- (a) State-approved courses, course numbers, titles, and standard title abbreviations used in conjunction with the AAR are prescribed in the Public Education Information Management System (PEIMS) *Data Standards*, Code Table CO22.
- (b) The following types of courses may be developed locally:
 - (1) courses in which all students may participate but may not receive state credit towards graduation; and
 - (2) courses designed and provided through an IEP as an appropriate alternative to a course that meets state graduation requirements.

All locally developed courses must be assigned an 8-digit service ID code. This code can be a combination of letters and numbers, but the code must begin with the number 9 (9XXXXXXX), as specified in the PEIMS *Data Standards*, Code Table CO22.

Locally developed courses in which all students may participate but may not receive state credit toward graduation should be entered on the Local Credit line of the AAR. However, if an ARD committee determines that such a course is an appropriate alternative to a course that normally meets state graduation requirements, the locally developed course is then entered on the line beside the appropriate course name found in the AAR generic course name column. The suffix code "L" should **not** be used when entering these locally developed courses on the line beside the appropriate course name.

If an ARD committee determines that a state-approved course is not appropriate for a student to take, the ARD committee must approve a locally developed course to substitute for the state-approved course. Locally developed courses that serve as appropriate alternatives to approved state graduation courses are entered on the line beside the appropriate course name found in the AAR generic course name column. The suffix code "S" should **not** be used when entering these locally developed courses on the AAR. State graduation credit may be awarded for courses designed and provided through a student's IEP.

- (c) A course that has a standard code number and title assigned by TEA in the PEIMS *Data Standards*, and that has been locally modified in *content* for a student receiving special education as a result of an ARD committee decision, is not considered a local credit course and is not coded on the AAR with the special explanation code "L." Instead, the course is coded with the Special Explanation Code "S." These standard, modified courses may count toward state graduation credit depending on the requirements in the student's IEP.
- (d) Districts may develop "innovative" courses designed to enable students to master knowledge and skills not included in the courses specified in Chapter 74, Subchapters B and D. The Texas Education Agency must approve these courses or, if the course crosses disciplines or has statewide implications, the State Board of Education must approve the course (19 TAC §74.27). These courses are coded on the AAR with the special explanation code "X" to designate approved innovative status.

1.8 Unit and Credit Definitions

The words "unit" and "credit" are used interchangeably in this document. A one-unit course is a course for which a student receives one (1) credit upon satisfactory completion of a course. For a half-unit course, the student receives one-half (.5) credit. For a 1/2 - 1 unit course, the student receives .5 credit or 1 credit. For some courses (e.g.), a student may receive 2-3 credits for a two-semester course. PEIMS Code Table CO22 identifies the allowable number of credits awarded for courses.

1.9 Permanent and Temporary Entries

- (a) AAR Data Entries That May Change
 - (1) Data entries that may change during a student's high school years such as Student Address and initial Class Rank designation, et cetera, should be entered in pencil.
 - (2) Some pencil entries, such as Class Rank and Number in Class, should be made permanent (in ink, for example) when the student graduates.
 - (3) Temporary pencil entries may be erased.
 - (4) If changeable data are printed on labels, the labels must be corrected with current information before a copy is released, and immediately upon graduation. Any overlaying of labels must be accompanied by back-up computer records and an explanation of the reason for the correction including a description of what was recorded on the original label.
- (b) AAR data entries that are permanent, such as Name, Date of Birth, et cetera, should be entered in ink by hand, typewriter, computer printer, or computer label when the form is first initiated.

1.10 Corrections

- (a) Errors on the AAR should be lined through in ink, initialed, and the corrected data re-entered in the immediate vicinity. If the re-entry cannot be made nearby, use an asterisk or similar symbol next to the error. Enter the corrected data next to the identical symbol at the bottom or on the back of the AAR. All correction entries must be made cleanly and carefully and must clearly convey correct data. Each correction should be simply explained on the bottom or on the reverse side of the AAR. Do not use correction fluid on the transcript. Also, do not erase data entered on the AAR and attempt to reenter except for temporary pencil entries. Any overlaying of labels must be accompanied by back-up computer records and

an explanation of the reason for the correction, including a description of what was recorded on the original label.

- (b) Data entered on the AAR must accurately reflect the student's actual course participation and performance and must reflect teachers' records and the student's individual education plan (IEP), when applicable (19 TAC §74.14(a)). All completed courses (regardless of the amount of credit) must be entered on the AAR.

1.11 Student Demographics

- (a) **Full Legal Name**
Enter complete name from birth certificate or other legal document. Do not use nicknames or abbreviations of a name (e.g., *Jim* rather than *James*). The student's legal name and the name submitted to PEIMS must be identical.
- (b) **Student ID Number (if applicable)**
This is a number assigned by a district for local use only.
- (c) **Social Security Number**
Enter the student's social security number or state-assigned number.
- (d) **Date of Birth**
Enter date of birth in the following standard PEIMS numerical date format of MM/DD/CC/YY:
MM 01 – 12
DD 01 – 31
CC* 19 – 20
YY 00 – 99

(*first two digits of the year)
- (e) **Sex**
Enter male or female or PEIMS code M or F.
- (f) **Ethnicity**
Enter the ethnicity title in this space using only the following PEIMS Code Table CO14 titles:

American Indian or Alaskan Native
Asian or Pacific Islander
Black, not of Hispanic Origin
Hispanic
White, not of Hispanic Origin

Appropriate PEIMS ethnic data codes may be used in automated systems; however, the appropriate title itself should be printed on the AAR because colleges, universities, and trade schools do not all use the same ethnic code numbers.
- (g) **Parents' or Guardians' Names**
Enter first and last name(s) of parent(s) or guardian(s).
- (h) **Current Address**
Enter the current address of student.

1.12 School Data

- (a) District Name
Enter the name of the school district to which the school is assigned.
- (b) Name of School
Enter school name.
- (c) Phone Number
Enter telephone number.
- (d) School Address
Enter school address.
- (e) Rank (Optional) The class rank of a student is an optional entry on the AAR. Decisions related to class rank or honors recognition are made at the school district level **except** for college admissions purposes. The Texas Uniform Admission Policy requires Texas schools to report a student's rank as a specific number out of a specific number total class size for college admissions purposes. (TEC §51, Subchapter U. Uniform Admission Policy).
- (f) Number (No.) in Class (Optional) Refer to the information in 1.12(e) regarding the Texas Uniform Admission Policy requirements.
- (g) Date of Ranking (Optional)
- (h) Quartile (Optional)
- (i) Grade Point Average (Optional)
- (j) Date Graduated
Enter the date the student graduates. Use the standard PEIMS numerical date format of MM/DD/CC/YY.
- (k) Date Received Certificate of Coursework Completion
Districts have the option of awarding a certificate of coursework completion to students who successfully complete all course work requirements, but who fail to perform satisfactorily on the statewide exit-level assessment (TEC §28.025(b)). If the district awards a certificate of coursework completion, then the date must be entered in the space provided on the AAR.
- (l) Signature and Title of School Official

1.13 Student Program and Test Data

- (a) College Board Campus Code Number
- (b) Graduation Program Type
Indicate in this space which graduation program the student is pursuing.
- (c) End of Course
This will include end-of-course tests taken in lieu of the exit-level TAAS test. End-of-course exams are eliminated from the state assessment program after the 2001-2002 school year.
- (d) TAAS Mastery, Exit Level
 - (1) Enter the month and year the student passed each of the TAAS exit exams. The entries must be supported by test labels in the student's official file from the test evaluation contractor. Use the standard PEIMS numerical date format of MM/CC/YY.
 - (2) If a student receiving special education is exempt from the tests, the word "Exempt" should be entered across the MM/YY space. The student's IEP should contain documentation supporting the exemption.
- (e) TEXAS Grant Indication
This indicator is used to show that a student is on track to complete the requirements of at least the State Board of Education-approved 24-credit Recommended High School Program (RHSP). This indication must be made by the end of the student's junior year.

1.14 Academic Year and County District Campus Number

- (a) Academic Year
- (b) County District Campus Number (CDC)
Enter the nine-digit PEIMS code number available in the Texas School Directory. Record the courses in the applicable Academic Year Column.

1.15 Record of Courses

- (a) Overview
This portion of the AAR is the official record of a student's high school achievement regarding courses taken, grades earned, and credits awarded. The AAR must be consistent with teachers' records and the student's individual education plan. Courses are recorded for which credit is awarded in Grades 9-12 and for courses designated for grades 9 through 12 completed before grade 9 for graduation purposes. All courses completed by the student must be entered regardless of outcome (19 TAC §74.26(b)).

Students from non-public, out-of-state, or out-of-country schools may have transcripts that record letter grades or award credit for grades lower than the Texas passing standard of 70. These transcripts may also award credit for courses that do not exactly correlate with a Texas course title. The receiving school district evaluates the transcript and determines the translation of the student's grades and courses to the standard utilized in the receiving Texas district (19 TAC §74.26(a)(2)). There is no definitive rule regarding how a local

district should award credit. Districts have local discretion to determine the proper placement of these students.

Questions of class rank, course weights, grade point scale, and related topics are local district decisions. As noted in 1.12(e) of the *Revised Minimum Standards*, however, class ranking for college admissions purposes is based on the Texas Uniform Admissions Policy.

(b) Course Category

- (1) Course categories are used to organize courses listed on the AAR.
- (2) Generic course categories may appear in full name or in the initial format and in the following sequence:

<u>Full Name Format</u>	<u>Initial Format</u>
Language Arts	LA
Speech	SP
Mathematics	MA
Science	SC
Social Studies	SS
Econ/Free Ent.	EC/FE
Health	HL
P.E./Equivalent	PE
Languages Other Than English	LOTE
Fine Arts	FA
Tech Applications	TA
Career & Technology Education	CT
Other Electives	EL
Local Credit	LC

(c) Course Names

- (1) Course names may appear as a full or abbreviated name (both of which are listed in PEIMS *Data Standards* for the current year in Code Table CO22).
- (2) The abbreviated course name consists of a maximum of eight characters, including spaces and identifies a specific course in the generic course name area.
- (3) Abbreviated course names for local credit courses are assigned by the district.
- (4) All locally developed courses must be assigned an 8-digit service ID code by the district. This code can be a combination of letters and numbers, but the code must begin with number 9 (9XXXXXXX). The district assigned service ID code can be used as the abbreviated course name on the AAR or the district may assign an abbreviated course name that corresponds to the 8-digit service ID code.

(d) Special Explanation Code

The list of codes on the following pages is authorized by the TEA. Districts may use additional codes locally. Insert the code after a colon following the abbreviated course name.

<u>Co</u>	<u>Special Explanation</u>
	{
	{
A	A high school course for which college credit will be awarded at a specifically named college as a part of a state-approved Tech-Prep program under the conditions of an agreement between the high school and the college. (Note: The college agreeing to award the credit must be named on the reverse side of the transcript.)
C	A course taken by correspondence from an approved institution of higher education (19 TAC §74.23).
D	A college course taken for which high school and college credit is awarded (19 TAC §74.25).
E	A course for which credit is awarded for passing an examination for acceleration.
G	A gifted/talented course.
H	An honors course (Note: This refers to locally approved honors courses. TEA does not review or approve honors courses.).
I	An International Baccalaureate course.
J	A high school course satisfactorily completed prior to grade 9 (19 TAC §74.26.).
K	A pre-International Baccalaureate course.
L	A course taken for local credit only (Note: Local credit is not counted toward state graduation requirements unless the course is required by an ARD Committee for students receiving special education.).
M	A magnet school or course.
P	A College Board Advanced Placement (AP) course.
Q	A College Board pre-AP course.
R	A course completed in summer school.

- S A state-approved course in which content as described by the Texas Essential Knowledge and Skills has been modified as a result of an Admission, Review and Dismissal (ARD) Committee decision.

This code is used only to indicate modifications in course *content* as described by the Texas Essential Knowledge and Skills. The code is not used to indicate modifications in instructional delivery including accommodations provided in content mastery and mainstreaming, nor is it used to indicate instructional modifications for students identified by Section 504 of the American Rehabilitation Act of 1973.

- T A course for which credit is awarded by examination because a student has had prior formal instruction in the course and received a grade of 70 or above on an assessment of the essential knowledge & skills for the course.
- X An innovative course approved for state graduation credit by the State Board of Education or the Commissioner of Education (19 TAC §74.27).
- Z A course taken by distance learning including but not limited to television instruction, electronic transmission, or satellite broadcast.

(e) Course Grades

- (1) Enter the grade earned by the student for each semester if the course is a two-semester course. Otherwise, use only the appropriate semester grade column.
- (2) A student must maintain a minimum average grade of 70 to pass a course and be awarded credit. Districts may award credit semester by semester or may average the two semesters for 1 full year (one unit) course. If local policy allows schools to average 2 semesters for a full-year credit, then the average column must be completed.
- (3) Students with excessive absences will be given the grade earned, but not awarded credit. Explanation regarding credit withheld will be explained on the AAR.
- (4) A grade or a special indicator may be used for physical education (PE) equivalent activities (e.g., athletics) and for academic courses that provide PE credit waivers (e.g., JROTC). (19 TAC §§74.11(d)(7), 74.12(b)(9), 74.13(l))
- (5) Other characters used in Grade columns
 - (A) A "W" indicates that a physical education waiver has been granted for the student.
 - (B) A plus (+) sign or other symbol indicates that a student has met equivalent PE activity requirements for which a grade is optional. This symbol indicates that the student fulfilled the basic requirements for attendance and participation in the equivalent activity (e.g., athletics).

- (C) An asterisk (*) or other appropriate symbol next to the grade indicates that an explanation for the grade appears either below or on the reverse side of the AAR. If an asterisk (or any other symbol) is used more than once on the AAR to denote that an explanation for a grade or code appears at the bottom front or on the back of the AAR, each asterisk (or other symbol) must be differentiated from others by a number so that it is clear which explanation on the bottom front or on the back of the AAR clarifies the grade or code.
- (D) "P," "F," or other appropriate symbols indicate student achievement in Pass/Fail courses.

- (f) Credit
Course completion is defined by the local district.

When a student transfers after a semester or full year is completed, the receiving district must honor credits already awarded by the sending Texas district/charter. Courses completed in other states or countries that cannot be generally matched with Texas courses may be granted local credit.

- (g) Special Education Entries
 - (1) Special education students who satisfy the requirements of an IEP receive a standard high school diploma. A program seal denotes the graduation program a student completes (Sec. 1.1. and 1.4, Minimum Standards of the Academic Achievement Record).
 - (2) The IEP designated by an ARD committee defines the graduation program for a special education student. Simply because a student is identified as special education and is under the direction of an ARD committee does not necessarily mean that courses the student completes should be recorded on the AAR with the special explanation code "S." Districts should use the special explanation code "S" only when courses listed in the PEIMS Data Standards Code Table CO22 are locally modified in content. (Sec. 1.7, Minimum Standards of the Academic Achievement Record).

- (h) Local Credit Courses
A district may offer one or more courses for local credit only. These courses may not be counted toward state graduation requirements except for special education students whose IEPs designate them for state graduation credit (Sec. 1.7, Minimum Standards of the Academic Achievement Record).

- (i) Exchange Students
A transcript, diploma, or other documentation prepared for a foreign exchange student to take home may require special certification. Normally, the International Exchange Regional Coordinator can identify the documentation required by a specific country. In some cases, an Apostille of The Hague is required. In Texas, an Apostille is a letter from the Office of the Secretary of State certifying that the Notary Public who validated the authenticity of the signature on the transcript has a current license. The Secretary of State charges a fee for each Apostille. For further information about the detailed procedures contact the Notary Public Section at P.O. Box 12079, Austin, Texas 78711-2079 or call (512) 463-5705.

Annual Achievement Record - AAR
(Summary Information, Data Element Names and Definitions)
Name 000_AAR

Summary Form Title: Academic Achievement Record (AAR)

Purpose: The Academic Achievement Record (AAR) is an official and permanent record of a student's academic performance during high school and in some cases of high school courses completed in middle school or junior high school (TEC 28.025(c)).

Contact: Office of Curriculum and Professional Development, (512) 463-9581

Authority: TEC 28.025 (c)

Planned Use: The AAR is the school transcript that is maintained by the school system and transfers with the student as he/she moves through the educational system. It is not forwarded to the Texas Education Agency.

Special Instructions: There are no requirements concerning the format, medium, or method of delivery; however, the standard content must be complete and unaltered. For further information, refer to <http://www.tea.state.tx.us/tea/curric.html>

Table Column Name	Table Column Comment
student_id	(000_AAR) STUDENT-ID is the student's Social Security number or a state-approved alternative identification number.
local_student_id	(000_AAR) LOCAL-STUDENT-ID is the student's local identification number as assigned by the district
date_of_birth	(000_AAR) DATE-OF-BIRTH indicates the month, day, and year of the person's birth.
last_name	(000_AAR) LAST-NAME identifies a person's legal last name. The student's legal last name and the last name submitted to PEIMS must be identical.
first_name	(000_AAR) FIRST-NAME identifies a person's legal first name. The student's legal first name and the first name submitted to PEIMS must be identical. Do not use nicknames or abbreviations of a name (e.g., Jim rather than James).
middle_name	(000_AAR) FIRST-NAME identifies a person's legal middle name. The student's legal middle name and the middle name submitted to PEIMS must be identical.
sex	(000_AAR) SEX-CODE identifies the gender of the person.
ethnicity	(000_AAR) ETHNICITY-CODE identifies the person's ethnic origin. The code list includes: 1) American Indian or Alaskan Native; 2) Asian or Pacific Islander; 3) Black, not Hispanic; 4) Hispanic; 5) White, not Hispanic.
first_name_parent_guardian	(000_AAR) Used to indicate the first name of the legal parent or guardian.
last_name_parent_guardian	(000_AAR) Used to indicate the last name of the legal parent or guardian.
address_street	(000_AAR) Used to indicate the mailing address for the student's current residence.
address_city	(000_AAR) Used to indicate the city of the student's current residence.
address_state	(000_AAR) Used to indicate the state of the student's current residence.
address_zip	(000_AAR) Used to indicate the zip code for the student's current residence.

Chapter 74. Curriculum Requirements
Subchapter D. Graduation Requirements, Beginning with School Year 2001-2002
Recommended High School Program
Distinguished Achievement High School Program

Statutory Authority: The provisions of this Subchapter D issued under the Texas Education Code, §§7.102, 28.002, 28.023, 28.025, 28.054, and 38.003, unless otherwise noted.

§74.41. High School Graduation Requirements.

(a) Graduates of each high school are awarded the same type of diploma. The academic achievement record (transcript), rather than the diploma, records individual accomplishments, achievements, and courses completed and displays appropriate graduation seals.

(b) All credit for graduation must be earned no later than Grade 12.

(c) To receive a high school diploma, a student entering Grade 9 in the 2001-2002 school year and thereafter must complete the following:

(1) requirements of the minimum high school program specified in §74.42 of this title (relating to Minimum High School Program), the recommended high school program specified in §74.43 of this title (relating to Recommended High School Program), or the advanced program specified in §74.44 of this title (relating to Distinguished Achievement High School Program); and

(2) testing requirements for graduation as specified in Chapter 101 of this title (relating to Assessment).

(d) A maximum of three credits of reading (selected from Reading I, II, or III) may be offered by districts for state graduation elective credit for identified students under the following conditions.

(1) The school district board of trustees shall adopt policies to identify students in need of additional reading instruction.

(2) District procedures shall include assessment of individual student needs, ongoing evaluation of each student's progress, and monitoring of instructional activities to ensure that student needs are addressed.

(e) An out-of-state or out-of-country transfer student (including foreign exchange students) or a transfer student from a Texas nonpublic school is eligible to receive a Texas diploma, but must complete all requirements of this section to satisfy state graduation requirements. Any course credit required in this section that is not completed by the student before he or she enrolls in a Texas school district may be satisfied through the provisions of §74.23 of this title (relating to Correspondence Courses and Distance Learning) and §74.24 of this title (relating to Credit by Examination) or by completing the course or courses according to the provisions of §74.26 of this title (relating to Award of Credit).

(f) Elective credits in all three graduation programs may be selected from the following:

- (1) the list of courses approved by the State Board of Education (SBOE) for Grades 9-12 as specified in §74.1 of this title (relating to Essential Knowledge and Skills);
- (2) state-approved innovative courses as specified in §74.27 of this chapter (relating to Innovative Courses and Programs);
- (3) Junior Reserve Officer Training Corps (JROTC)--one to four credits;
- (4) Driver Education--one-half credit.

(g) College Board advanced placement and International Baccalaureate courses may be substituted for courses required in appropriate areas in all three high school graduation programs. College Board advanced placement and International Baccalaureate courses may be used as electives in all three high school graduation programs.

§74.43. Recommended High School Program.

(a) Credits. A student must earn at least 24 credits to complete the Recommended High School Program.

(b) Core Courses. A student must demonstrate proficiency in the following:

(1) English language arts--four credits. The credits must consist of English I, II, III, and IV (English I for Speakers of Other Languages and English II for Speakers of Other Languages may be substituted for English I and II only for immigrant students with limited English proficiency).

(2) Mathematics--three credits. The credits must consist of Algebra I, Algebra II, and Geometry.

(3) Science--three credits. One credit must be a biology credit (Biology, Advanced Placement (AP) Biology, or International Baccalaureate (IB) Biology). Students must choose the remaining two credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement. Students on the Recommended High School Program are encouraged to take courses in biology, chemistry, and physics to complete the science requirements.

(A) Integrated Physics and Chemistry (IPC);

(B) Chemistry, AP Chemistry, or IB Chemistry; and

(C) Physics, Principles of Technology I, AP Physics, or IB Physics.

(4) Social studies--three and one-half credits. The credits must consist of World History Studies (one credit), World Geography Studies (one credit), United States History Studies Since Reconstruction (one credit), and United States Government (one-half credit).

(5) Economics, with emphasis on the free enterprise system and its benefits--one-half credit. The credit must consist of Economics with Emphasis on the Free Enterprise System and Its Benefits.

(6) Languages other than English--two credits. The credits must consist of Level I and Level II in the same language.

(7) Physical education--one and one-half credits to include Foundations of Personal Fitness (one-half credit).

(A) A student may not earn more than two credits in physical education toward state graduation requirements.

(B) The school district board of trustees may allow a student to substitute certain physical activities for the required credits in physical education, including the Foundations of Personal Fitness. The substitutions must be based on the physical activity involved in drill team, marching band, and cheerleading during the fall semester; Junior Reserve Officer Training Corps (JROTC); athletics; Dance I-IV; and two- or three-credit career and technology work-based training courses.

(C) In accordance with local district policy, a school district may award up to two credits for physical education for appropriate private or commercially-sponsored physical activity programs conducted on or off campus. The district must apply to the commissioner of education for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions:

(i) Olympic-level participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional, supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.

(ii) Private or commercially-sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

(8) Health education--one-half credit, which may be satisfied by Health 1 or Advanced Health, or Health Science Technology--one credit, which may be satisfied by Introduction to Health Science Technology, Health Science Technology I, or Health Science Technology II.

(9) Speech--one-half credit. The credit must consist of Communication Applications.

(10) Technology applications--one credit, which may be satisfied by:

(A) the following courses in Chapter 126 of this title (relating to Texas Essential Knowledge and Skills for Technology Applications): Computer Science I, Computer Science II, Desktop Publishing, Digital Graphics/Animation, Multimedia, Video Technology, Web Mastering, or Independent Study in Technology Applications;

(B) the following courses in Chapter 120 of this title (relating to the Texas Essential Knowledge and Skills for Business Education): Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, or Business Image Management and Multimedia; or

(C) the following courses in Chapter 123 of this title (relating to the Texas Essential Knowledge and Skills for Technology Education/Industrial Technology Education): Computer Applications, Technology Systems (modular computer laboratory-based), Communications Graphics (modular computer laboratory-based), or Computer Multimedia and Animation Technology.

(11) Fine arts--one credit, which may be satisfied by any course in Chapter 117, Subchapter C, of this title (relating to Texas Essential Knowledge and Skills for Fine Arts).

(c) Elective Courses--three and one-half credits. The credits may be selected from the list of courses specified in §74.41(f) of this title (relating to High School Graduation Requirements). All students who wish to complete the Recommended High School Program are encouraged to study each of the four foundation curriculum areas (English language arts, mathematics, science, and social studies) every year in high school.

(d) Substitutions. No substitutions are allowed in the Recommended High School Program, except as specified in this chapter.

§74.44. Distinguished Achievement High School Program--Advanced High School Program.

(a) Credits. A student must earn at least 24 credits to complete the Distinguished Achievement High School Program.

(b) Core Courses. A student must demonstrate proficiency in the following:

(1) English language arts--four credits. The credits must consist of English I, II, III, and IV (English I for Speakers of Other Languages and English II for Speakers of Other Languages may be substituted for English I and II only for immigrant students with limited English proficiency).

(2) Mathematics--three credits. The credits must consist of Algebra I, Algebra II, and Geometry.

(3) Science--three credits. One credit must be a biology credit (Biology, Advanced Placement (AP) Biology, or International Baccalaureate (IB) Biology). Students must choose the remaining two credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement. Students on the Distinguished Achievement High School Program are encouraged to take courses in biology, chemistry, and physics to complete the science requirements.

- (A) Integrated Physics and Chemistry (IPC);
- (B) Chemistry, AP Chemistry, or IB Chemistry; and
- (C) Physics, Principles of Technology I, AP Physics, or IB Physics.

(4) Social studies--three and one-half credits. The credits must consist of World History Studies (one credit), World Geography Studies (one credit), United States History Studies Since Reconstruction (one credit), and United States Government (one-half credit).

(5) Economics, with emphasis on the free enterprise system and its benefits--one-half credit. The credit must consist of Economics with Emphasis on the Free Enterprise System and Its Benefits.

(6) Languages other than English--three credits. The credits must consist of Level I, Level II, and Level III in the same language.

(7) Physical education--one and one-half credits to include Foundations of Personal Fitness (one-half credit).

(A) A student may not earn more than two credits in physical education toward state graduation requirements.

(B) The school district board of trustees may allow a student to substitute certain physical activities for the required credits in physical education, including the Foundations of Personal Fitness. The substitutions must be based on the physical activity involved in drill team, marching band, and cheerleading during the fall semester; Junior Reserve Officer Training Corps (JROTC); athletics; Dance I-IV; and two- or three-credit career and technology work-based training courses.

(C) In accordance with local district policy, a school district may award up to two credits for physical education for appropriate private or commercially-sponsored physical activity programs conducted on or off campus. The district must apply to the commissioner of education for approval of such programs, which may be substituted for state graduation credit in physical education. Such approval may be granted under the following conditions:

- (i) Olympic-level participation and/or competition includes a minimum of 15 hours per week of highly intensive, professional,

supervised training. The training facility, instructors, and the activities involved in the program must be certified by the superintendent to be of exceptional quality. Students qualifying and participating at this level may be dismissed from school one hour per day. Students dismissed may not miss any class other than physical education.

(ii) Private or commercially-sponsored physical activities include those certified by the superintendent to be of high quality and well supervised by appropriately trained instructors. Student participation of at least five hours per week must be required. Students certified to participate at this level may not be dismissed from any part of the regular school day.

(8) Health education--one-half credit, which may be satisfied by Health 1 or Advanced Health, or Health Science Technology--one credit, which may be satisfied by Introduction to Health Science Technology, Health Science Technology I, or Health Science Technology II.

(9) Speech--one-half credit. The credit must consist of Communication Applications.

(10) Technology applications--one credit, which may be satisfied by:

(A) the following courses in Chapter 126 of this title (relating to Texas Essential Knowledge and Skills for Technology Applications): Computer Science I, Computer Science II, Desktop Publishing, Digital Graphics/Animation, Multimedia, Video Technology, Web Mastering, or Independent Study in Technology Applications;

(B) the following courses in Chapter 120 of this title (relating to the Texas Essential Knowledge and Skills for Business Education): Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, or Business Image Management and Multimedia; or

(C) the following courses in Chapter 123 of this title (relating to the Texas Essential Knowledge and Skills for Technology Education/Industrial Technology Education): Computer Applications, Technology Systems (modular computer laboratory-based), Communications Graphics (modular computer laboratory-based), or Computer Multimedia and Animation Technology.

(11) Fine arts--one credit, which may be satisfied by any course in Chapter 117, Subchapter C, of this title (relating to Texas Essential Knowledge and Skills for Fine Arts).

(c) Elective Courses--two and one-half credits. The credits may be selected from the list of courses specified in §74.41(f) of this title (relating to High School Graduation Requirements). All students who wish to complete the Distinguished Achievement High School Program are encouraged to study each of the four foundation curriculum areas

(English language arts, mathematics, science, and social studies) every year in high school.

(d) Advanced measures. A student also must achieve any combination of four of the following advanced measures. Original research/projects may not be used for more than two of the four advanced measures. The measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. The student may choose from the following options:

(1) original research/project that is:

(A) judged by a panel of professionals in the field that is the focus of the project; or

(B) conducted under the direction of mentor(s) and reported to an appropriate audience; and

(C) related to the required curriculum set forth in §74.1 of this title (relating to Essential Knowledge and Skills);

(2) test data where a student receives:

(A) a score of three or above on the College Board advanced placement examination;

(B) a score of four or above on an International Baccalaureate examination; or

(C) a score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies the student for recognition as a commended scholar or higher by the National Merit Scholarship Corporation, as part of the National Hispanic Scholar Program of the College Board or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Corporation. The PSAT score shall count as only one advanced measure regardless of the number of honors received by the student; or

(3) college academic courses and tech-prep articulated college courses with a grade of 3.0 or higher.

(e) Substitutions. No substitutions are allowed in the Distinguished Achievement High School Program, except as specified in this chapter.

Source: The provisions of this Source: The provisions of this §74.41, §74.43, and §74.44 adopted to be effective September 1, 2001, 25 TexReg 7691.