

## **CNG's Transcript Policy**

**CNG transcripts only report of end-of-course, subject, or year-end grades.** For students in grades K4-5, CNG only reports grades at the end of year on the transcript. If a student in K4-5 should leave school any time prior to the end of academic school year, the trimester report cards and/or progress reports will be attached to the transcript.

For students in grades 6-12, CNG only reports grades at the end of a course on the transcript. In grades 6-12 where there are some quarter classes such as Physical Education and Health, these types of courses will be reported on the transcript at the end of each quarter in which the credit is earned. Typically in grades 9-12, all other courses are comprised of two semester courses for each year-long course. These courses are also reported out as semester grades when credit is awarded. In the event that a student in grades 6-12 needs a transcript prior to the end of the two separate semester marking periods, all quarterly progress reports and/or report cards will be attached for that academic year. In addition, for students enrolled in a current year, the course names for courses in which the student is currently enrolled will be included on the official transcript as often needed for college/university applications as well as summer school applications.

**All transcripts, whether unofficial or official, are processed through the office of the CNG Academic Secretary, located in the HS Office.** During vacation times when the Academic Secretary might not be available, a designee will be assigned to process unofficial and official transcripts. Parents and students can request unofficial transcripts for their own information at any time by making a request through the Academic Secretary.

Official transcripts are typically needed for most educational institutions. Parents and students can request an official transcript through the College Counselors (for college and university applications as well as summer school programs) or through the CNG Admissions Office (for transfer to another school, departure from CNG, or study abroad for a semester/year). **An official transcript must be sent directly to the educational institution from CNG.**

If the receiving institution requires a physical copy that needs to be sent through a courier service, parents will be billed accordingly. In general, transcripts for universities are sent electronically through the Naviance system with no service charge applied.

In special extenuating circumstances as determined by CNG Administration, parents may request an official transcript in a signed and sealed envelope for direct delivery to the receiving institution. A note will be included on the transcript to make it official only if it is received in a signed and sealed envelope. However, most educational institutions require that official transcripts be sent at some point directly from the issuing school.

**The only standardized test scores included in a CNG transcript are passing scores for Advanced Placement courses in the High School.** For students in High

School, the college counseling process helps a student make the determination of whether or not to include Advanced Placement (AP) passing scores of 3, 4, and 5 on the transcript. If a student waives this right, no AP scores will be included, and the student will need to request reports directly from the College Board.

**For students studying in Colombia and receiving the Bachillerato diploma, CNG has an official Colombian transcript that will also need to be requested through the Academic Secretary.**