

**MINIMUM STANDARDS
FOR THE
ACADEMIC ACHIEVEMENT RECORD**

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Comment [kc1]: The contents were rearranged to improve the organizational structure.

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**MINIMUM STANDARDS
FOR THE
ACADEMIC ACHIEVEMENT RECORD**

1.1 Authority and Format

- (a) Each school district shall report the academic achievement record of students who have completed a minimum, recommended, or advanced (distinguished) high school program on transcript forms adopted by the State Board of Education. The words "academic achievement record" and "transcript" are interchangeable in this document. 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 prior to high school (TEC §28.025(e)). 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 Individualized Education Program (IEP), when applicable. Entries may not be altered or removed except to correct errors. Error corrections must be fully explained in the student's permanent record. 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 maintained 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 the three graduation programs (TEC §28.025(e)).
- (c) There are no requirements concerning the format or medium; however, the standard content must be complete and unaltered. As early as possible in 2008, districts must begin transferring requested AARs to other Texas public school districts and charters and institutions of higher education through the Texas Records Exchange (TREx) system (TEC §7.010).

Comment [kc2]: Added/corrected statutory authority and/or citation

Comment [kc3]: New legislative requirements

1.2 Rights of Access to the Academic Achievement Record

- (a) The federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99) 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 (TEC §26.004). It is illegal to withhold the transcript because the student or the family owes money to the school or for any other reason. The student/guardian 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/guardian. An AAR provided to a student/guardian may not be marked "unofficial."
- (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 transmittal 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/guardian. The words "Official Copy" imply that the AAR is

Comment [kc4]: Added/corrected statutory authority and/or citation

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/guardians. This stamp or manual entry is never put on the original file document and is not placed on the copy provided to the student/guardian. The principal, registrar, or his/her designee may also print or type his or her name and title and sign and date the AAR. An appropriately secure electronic signature or 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/guardian or another public school district/charter if a student owes the district money related to instructional materials provided partially or in whole through state funds (TEC §31.104(d)).

Comment [kc5]: Added specific language for clarity

- (c) Districts must ensure that official copies of transcripts are made available to schools to which students transfer. The AAR may not be withheld from another school district/charter for any reason. The transcript must be forwarded to the receiving district within 10 days of the sending district's receipt of a request for the student record. The transcript is important for a student's appropriate placement and continued education. The right of access to the transcript is protected by law (TEC §25.002).

Comment [kc6]: correction

- (d) As of May 16, 2008, requested AARs must be transferred through the TREx system (TEC §7.010). The TREx system permits the electronic transfer of student records between Texas public school districts as well as the electronic transfer of high school transcripts from Texas public schools to Texas public colleges and universities that use the UT SPEEDE server services. An AAR requested by entities not required to participate in the TREx system may be mailed, faxed, or delivered via other appropriate means. (See <http://www.tea.state.tx.us/trex/> for more information.)

Comment [kc7]: New legislative requirements

- (e) A transcript, diploma, or other record prepared for a foreign exchange student 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 Unit at notary@sos.state.tx.us or (512) 463-5705.

Comment [kc8]: Moved from section 1.5

1.3 Source of Forms

Each district is responsible for reproducing the AAR form in sufficient quantities. 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 and Certificate of Completion

- (a) The year in which a student enters ninth grade determines the graduation requirements he/she must complete to receive a high school diploma (19 TAC §74).

The AAR 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 three graduation programs and have either passed the required exit-level assessments or completed an alternate assessment as assigned by an admission, review, and dismissal (ARD) committee. This includes students receiving special education services who complete the graduation requirements specified in their IEPs.

An ARD committee defines the graduation program and ensures the course content meets credit and curriculum requirements for each student receiving special education services. Courses with *modified content* apply to the minimum high school program only and cannot be counted toward the Recommended High School Program (RHSP) or the Distinguished Achievement Program (DAP) ([19 TAC §74](#)). Students with disabilities are required to meet the district standard set for all students even if those standards exceed state standards.

- (b) Diplomas are not awarded to students who pass the General Educational Development (GED) exams unless they also complete the requirements of one of the graduation programs and meet the state exit-level assessment requirements.
- (c) 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\(d\)](#)). (Note: This certificate is not equivalent to a diploma and does not prohibit a student from earning a diploma if he successfully completes assessment requirements at a later date.)
- (d) Districts shall issue a certificate of attendance to a student who receives special education services and who has completed four years of high school but has not completed the student's individualized education program ([TEC §28.025\(f\)](#)). (Note: This certificate is not equivalent to either a diploma or a certificate of completion and does not prohibit a student from earning one or both of those documents at a later date.)

Comment [kc9]: Added for clarity

Comment [kc10]: New legislative requirement, does not affect the AAR but added here for clarity

1.5. Seals to Indicate Completion of Graduation Programs

- (a) For specific descriptions of the three Texas graduation programs, see [19 TAC Chapter 74, Graduation Requirements, Subchapters D, E, & F](#).
- (b) The program seal approved by the State Board of Education (SBOE) for the AAR denotes which of the three graduation programs the student completed. One of the seals must be affixed to each student's AAR to indicate which of the graduation programs the student completed ([19 TAC §74.14\(d\)](#)). School districts are responsible for obtaining the seals for students' transcripts. Copies of the program seals are available on the TEA website at <http://www.tea.state.tx.us/taa/stanalign092904a6.doc>.
- (c) A notation of "Completion of IEP" may NOT be used in place of one of the three SBOE-approved graduation programs. All Texas high school graduates complete the Minimum, the Recommended, or the Distinguished Achievement Graduation Program.

Comment [kc11]: Added for clarity

1.6 Retention and Protection

- (a) The AAR is an official document and must be maintained **permanently** by the district ([19 TAC §74.14\(a\)](#)) as per the [Texas State Library and Archives Commission Retention Schedule for Records of Public School Districts](#).
- (b) The Texas State Library and Archives Commission has responsibility for establishing rules for retention and electronic storage of public records. Copies of these rules may be accessed at <http://www.tsl.state.tx.us/slr/recordspubs/lgbullid.html#lgc>. The State and Local Records Management Division may be contacted at slrminfo@tsl.state.tx.us or (512) 421-7200.

Comment [kc12]: Correction

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

- (c) Districts must protect the private information on the AAR from access by unauthorized individuals or institutions ([20 U.S.C. §1232g](#); [34 CFR Part 99](#)).

Comment [kc13]: Added/corrected statutory authority and/or citation

1.7 Course Numbers and Titles

- (a) Course numbers, titles, and standard title abbreviations of **state-approved courses** used on the AAR are prescribed in the Public Education Information Management System (PEIMS) Code Table C022 found at <http://www.tea.state.tx.us/peims/standards/index.html>. **Use of these prescribed titles, abbreviations, and numbers is required for participation in the TREx system.**

Comment [kc14]: Added TREx requirement

- (b) The following types of courses may be developed locally:

- (1) A course in which **any** student may participate but may not receive state credit towards graduation
- (2) A course designed and identified through an IEP as an appropriate alternative to a course that meets state graduation requirements

All locally developed courses must be assigned an eight-digit service ID **number**. This **number** may be a combination of letters and numbers.

- (c) Locally developed courses in which **any** student may participate, but may not receive state credit toward graduation, should be entered as Local Credit on the AAR. The course number must begin with the number 8 (8XXXXXXX) as specified in the [PEIMS Code Table C022](#). The **Special Explanation Code "L"** should be used in conjunction with these locally developed courses.

An ARD committee, however, may determine that, for a student receiving special education services, a locally-developed course *in which any student may participate* is an appropriate alternative to a course that normally meets state graduation requirements for the minimum graduation program. In this case, the locally developed course abbreviation **and number**, which will begin with the number 8 (8XXXXXXX), is entered in the

appropriate Course Category field rather than as local credit. When the ARD committee has determined that the locally-developed course should substitute for an SBOE-required course, the Special Explanation Code "L" should **not** be used.

- (d) When an ARD committee determines that a state-approved course is not appropriate for a student and substitutes a locally developed course in which *only students receiving special education services may participate*, the course may count for credit toward completion of requirements for the Minimum Graduation Program. Locally developed courses *in which only students receiving special education services may participate* that serve as appropriate alternatives to approved state-required courses are entered in the appropriate field beside the appropriate category **rather than as local credit**. The course number must begin with the number 9 (9XXXXXX) as specified in the PEIMS Code Table C022. The Special Explanation Code "L" should **not** be used when entering these locally developed courses on the AAR.
- (e) A course that has a standard course number and title assigned by TEA in the PEIMS Data Standards and that has been modified in *content* as a result of an ARD committee decision for a student receiving special education services is coded with the Special Explanation Code "V". These standard courses with modified content may count toward state graduation credit according to the specifications in the student's IEP and apply only to the Minimum Graduation Program. (See 1.14.)
- (f) Districts may develop innovative courses designed to enable students to master knowledge and skills not included in the courses specified in 19 TAC §§110–128. These courses **must be approved by the TEA** or the **SBOE (19 TAC §74.27)**. These courses are **identified** on the AAR with the special explanation code "X" to designate approved innovative status. **These courses may not substitute for courses required for graduation but may count toward required elective credits.**

Comment [kc15]: All changes in this section were to improve clarity

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 **earns** one (1) credit upon satisfactory completion of the course. For a **successfully-completed** half-unit course, the student **earns** one-half ($\frac{1}{2}$ or .5) credit. For a $\frac{1}{2}$ - 1 unit course, the student **may earn either** $\frac{1}{2}$ (.5) credit or 1 credit. PEIMS Code Table C022 identifies the allowable number of credits for each course.

1.9 Changing Data Entries

AAR data entries that may change include address, class rank, etc. Such data should be maintained as accurately as possible at all times. All changes in the student record must be dated and explained, and this explanation must be kept as part of the student's permanent file. (Please note: the capacity of TREx to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.)

Comment [kc16]: Updated language

1.10 Corrections

- (a) All corrections must be made **clearly** and carefully and must convey correct data. Each correction **must** be explained elsewhere on the AAR **or in attached *notes**. (Please note:

the capacity of TReX to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.) Each correction must be supported by documentation showing what was originally recorded on the AAR, the correction(s) made, and the reasons for the correction(s).

Comment [kc17]: Updated language

- (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 IEP, when applicable ([19 TAC §74.14\(a\)](#)). All completed courses (regardless of the amount of credit earned) must be entered on the AAR.

1.11 Student Demographics

- (a) **Full Legal Name**
Enter complete name from the student's 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, the name submitted to PEIMS, and the name recorded on the AAR 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) **Gender**
Enter male or female or M or F.
- (f) **Ethnicity**
Enter the ethnicity in this space using only the following [PEIMS Code Table C014 \(TReX table TC09\)](#) titles:
American Indian or Alaskan Native
Asian or Pacific Islander
Black, not of Hispanic Origin
Hispanic
White, not of Hispanic Origin

*It is the district's responsibility to exercise caution and professional discretion in the use of attachments and notes with the AAR and to provide student information only to the extent allowed by law.

Appropriate PEIMS ethnic data codes may be used in automated systems; however, the appropriate title itself should be **entered** 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 **complete** current address of **the** student.

1.12 School Data

- (a) District Name
- (b) Name of School
- (c) Phone Number
- (d) School Address
- (e) **County District Campus Number (CDCN)**
Enter the nine-digit PEIMS number found in the Texas School Directory.
- (f) **College Board/ACT Campus Number**
Each high school has a number to use when students register for an SAT® or ACT®.
Assigned numbers can be found at
http://apps.collegeboard.com/cbsearch_code/codeSearchHighschool.jsp
and/or at <http://www.actstudent.org/regist/lookuphs.html>.
- (g) Signature and Title of School Official

Comment [kc18]: Moved as part of content reorganization

Comment [kc19]: Correction

1.13 Student Data

- (a) **Class Rank (Optional)**
- (b) **Number of Students in Graduating Class (Optional)**
- (c) **Date of Ranking (Optional)**
- (d) **Quartile (Optional)**
- (e) **Grade Point Average (Optional)**
- (f) **Date Graduated**
Enter the date the student graduates. Use the standard PEIMS numerical date format of MM/DD/CC/YY.

Comment [kc20]: Moved as part of content reorganization

*It is the district's responsibility to exercise caution and professional discretion in the use of attachments and notes with the AAR and to provide student information only to the extent allowed by law.

- (g) **Certificate of Coursework Completion Date**
If the district awards a certificate of coursework completion, then enter the date it was awarded in the space provided on the AAR.
- (h) **Graduation Program**
Indicate in this space which of the three graduation programs the student **has completed**. **Coding options are available from [TREx Code Table TC13](#)**, but the actual **words** "Minimum," "Recommended" or "Distinguished" must appear on the AAR in addition to or in place of numeric codes.
- (i) **Required Exit Level Assessments ([TEC §39 Subchapter B](#))**
Follow the appropriate directions below:
- (1) Enter the month and year the student passed each of the TAKS exit exams. The entries must be supported in the student's permanent records by test labels or an electronic data file from the test evaluation contractor. All test results must be included on the AAR and must be furnished for each student transferring to another school district, charter school, or private school ([19 TAC §101.81](#)). Use the standard PEIMS numerical date format of MM/CC/YY.
 - (2) Enter the month and year the student completed alternate assessment requirements as determined appropriate through ARD committee decision. Alternate assessment requirements must be specified in the student's IEP and maintained with the student's permanent records ([19 TAC §101.7\(c\)](#)). Comment [kc21]: Added
 - (3) For eligible students who are meeting exit-level assessment requirements through satisfactory performance on one or more of the alternative assessments adopted by the commissioner (i.e., SAT[®] or ACT[®]), enter the month and year the student met the established standards on each of the assessments. Documentation of the student's eligibility and test scores should be maintained with the student's permanent records ([19 TAC §§101.4001; 101.4003; 101.4005](#)). (Please note: the capacity of TREx to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.) Comment [kc22]: Added
- (j) **TEXAS Grant Indicator**
This indicator is used to show **which graduation program** a student is on track to complete **and to identify the student's Texas Grant eligibility status**. An indication of 1, 2, or 5 indicates expected Texas Grant eligibility. This indication must be made by the end of the student's junior year ([TEC §51.803\(d\)](#)). One of the following indicators should be used:
- (1) Student is on track to complete the requirements of the SBOE-approved Recommended High School Program (RHSP).
 - (2) Student is on track to complete the requirements of the SBOE-approved Distinguished Achievement Program (DAP).

- (3) Student is on track to complete the requirements of the SBOE-approved Minimum High School Program (MHSP).
- (4) Deleted – do not use
- (5) Student is on track to complete the portion of the Recommended Graduation Program that is available to the student at a high school that certifies to the commissioner of education that not all the necessary courses for the recommended program were offered ([TEC §§51.803\(d\)\(2\) and 56.304\(f\)\(1\)](#)).

Comment [kc23]: New legislative requirement

- (k) **Distinguished Achievement Program Advanced Measures (Optional)**
If the student earns Advanced Measures as required to graduate under the Distinguished Achievement Program, enter the type of each advanced measure here ([19 TAC §74](#)). (Please note: This field may not be currently available through TReX. For more information, please visit <http://www.tea.state.tx.us/trex/>.)

Comment [kc24]: Added

1.14 Record of Courses and Credits Earned

This 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 IEP. All courses completed in Grades 9-12 and before Grade 9 for high school credit are recorded ([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 that indicate awarded credit for courses with grades lower than the Texas passing standard of 70. These transcripts may also indicate awarded credit for courses that do not exactly correlate with a Texas course title. The receiving school district must evaluate the transcript to determine the appropriate recording of the students’ grades and courses in accordance with the standard utilized in the receiving Texas district ([19 TAC §74.26\(a\)\(2\)](#)). Districts must determine the proper placement of and award of credit to these students based on the evaluation of the students’ transcripts ([19 TAC §74.26\(c\)](#)).

Class rank, course weights, grade point scale, and related topics are determined by local board policy.

*Occasionally unique circumstances lead to a student’s auditing a course. Audited courses for which credit is not earned are not listed with the Record of Courses and Credits Earned on the AAR. They may, however, be documented elsewhere or in an *attachment to the AAR. (Please note: the capacity of TReX to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.)*

Comment [kc25]: Added

- (a) **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:

*It is the district’s responsibility to exercise caution and professional discretion in the use of attachments and notes with the AAR and to provide student information only to the extent allowed by law.

<u>Full Name Format</u>	<u>Initial Format</u>
English Language Arts	ELA
Speech	SP
Mathematics	MA
Science	SC
Social Studies	SS
Economics/Free Enterprise	EC/FE
Health	HL
P.E./Equivalent	PE
Languages Other Than English	LOTE
Fine Arts	FA
Technology Applications	TA
Career and Technical Education	CTE
Other Electives	EL
Local Credit	LC

Comment [kc26]: Updated

(b) Course Names and Codes

- (1) Courses must be recorded using the full name and/or the abbreviated name, both of which are listed for the current year in the [PEIMS Code Table C022](#). The abbreviated course name consists of a maximum of eight characters, including spaces, and identifies a specific course in the generic course name field.
- (2) The eight-digit service ID number (the PEIMS code), also listed for the current year in the [PEIMS Code Table C022](#), may be recorded in the appropriate field.
- (3) Abbreviated course names and the eight-digit service ID number for local credit courses are assigned by the district. This number can be a combination of letters and numbers but must begin with the number 8 (8XXXXXXX). These courses are not eligible for state credit and may not replace any courses required by the SBOE for graduation unless an ARD committee has determined such a substitution to be appropriate for a student receiving special education services. (See 1.7(c).)
- (4) Abbreviated course names for locally-developed courses which have been determined by ARD committee decision to serve as replacements for state-required courses are assigned by the district. These courses must be assigned an eight-digit service ID number by the district. This number can be a combination of letters and numbers but must begin with the number 9 (9XXXXXXX).

Comment [kc27]: Language updated to add clarity

(c) 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 field.
- (2) A student must earn 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 a full year (one unit) course. If local policy allows schools to average two semesters for a full-year credit, then the average column must be completed ([19 TAC §74.26\(c\)](#)).

- (3) Students with excessive absences will be given the grade earned, but in accordance with the decision made by the district attendance committee, may or may not be awarded credit. Explanation regarding credit withheld must be explained on the AAR, in the *notes section or as an *attachment ([TEC §25.092](#)). (Please note: the capacity of TREx to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.)

Comment [kc28]: Language updated to add clarity

- (4) A grade or a special indicator may be used for physical education (PE) equivalent activities (e.g., athletics) and for courses that provide PE credit waivers (e.g., JROTC) ([19 TAC §74](#)).

(5) Other Characters Used in Grade Columns

(A) A "W" indicates that a P.E. waiver has been granted for the student. (See <http://www.tea.state.tx.us/curriculum/hpe/pefaq.html> for more information.)

(B) A plus (+) sign or other symbol indicates that a student has met P.E. equivalent 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). (See <http://www.tea.state.tx.us/curriculum/hpe/pefaq.html> for more information.)

(C) An asterisk (*) or other appropriate symbol next to the grade indicates that an explanation for the grade appears elsewhere on the AAR or on an *attachment to the AAR. (Please note: the capacity of TREx to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.) 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 exists, each asterisk (or other symbol) must be differentiated from others so that it is clear which explanation clarifies the grade or code.

(D) "P," "F," or other appropriate symbols indicate student achievement in Pass/Fail courses.

(d) Transferred Credit

- (1) When a student transfers after a semester or full year is completed, the receiving district must honor credits already awarded by the sending Texas public district or charter ([19 TAC §74.26\(a\)\(1\)](#)).

- (2) Student records from non-Texas public schools (i.e., out-of-state, private) must be evaluated and appropriate credit awarded. Special Explanation Code “3” may be used to identify transferred credits. Courses completed in other states or countries that cannot be generally matched with the TEKS for a Texas course may be granted local credit.

Comment [kc29]: Language updated to add clarity

- (e) 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. (See 1.7 (c) and (d) for exceptions to this.)

- (f) The Use of Certain Special Explanation Codes

Comment [kc30]: 1.14(f) has been updated by the Division of IDEA Coordination to align with newly revised rules. Please read carefully.

The IEP designed by an ARD committee defines the appropriate graduation program for each student receiving special education services. A student’s graduation program’s implementation through an IEP under the direction of the ARD committee does not require that the special explanation code “V” be used on the AAR with all the courses the student completes. The options for students who are receiving special education services include the following:

- (1) Participation in a general education course with no modification of content: The “V” code should NOT be used. The student participates on the same basis as students in general education in a course that has a standard course number and title assigned by TEA in the [PEIMS Code Table C022](#), with no course content modifications. Accommodations for instructional methods or accessibility may be used as recommended by the ARD committee. (See 1.7.)
- (2) Participation in a general course with ARD-directed modification of content: The “V” code should be USED. **Only** a course that has a **standard course number** and title assigned by TEA in the [PEIMS Code Table C022](#) and is **locally modified in content** as a result of an ARD committee decision for a student receiving special education services is coded with the Special Explanation Code “V”. Courses with modified content as indicated by a “V” code cannot be counted toward the Recommended High School Program (RHSP) or the Distinguished Achievement Program (DAP).
- (3) Participation when more extensive content modification is needed: When the ARD committee considers the student’s participation in a particular course that has a standard number and title assigned by TEA and determines that **with content modification** the student cannot achieve the basic knowledge and skill intended in the course, the ARD Committee may
- (A) assign another course that has a standard number and title assigned by TEA in the [PEIMS Code Table C022](#) that is consistent with the student’s present levels of performance and educational need; OR
- (B) assign a locally developed course (the number of which begins with an 8 or 9) designed to meet the individualized educational needs of the student for state graduation credit for the Minimum Graduation

Program. (In this case, neither the “V” code nor the “L” code is used.)
(See 1.7.)

1.15 Special Explanation Codes

The list of codes on the following pages is authorized by the TEA. **The use of the “A” code for courses included in an articulated agreement is required. The use of the “D” code for dual credit courses is required.** The use of all other codes is optional. Districts may use additional codes locally. Insert the applicable code(s) in the appropriate field. (Please note: the capacity of TREx to accept locally-developed codes is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.)

Comment [kc31]: New Requirement

<u>Code</u>	<u>Special Explanation</u>
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A	A high school course for which college credit may be awarded by a college under the conditions of a local articulation agreement or the statewide Advanced Technical Credit Program agreement
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(Colleges agreeing to award credit under the conditions of a local agreement must be named elsewhere on the AAR or in an *attachment.) (Please note: the capacity of TREx to include *notes and *attachments is currently limited. For more information, please visit <http://www.tea.state.tx.us/trex/>.)

C	A course taken by correspondence from an approved institution of higher education (19 TAC §74.23)
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D	A college course for which the student earns dual credit (19 TAC §74.25)
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E	A course for which credit is awarded by examination in an academic subject in which the student has had no prior instruction and scores 90% on a criterion-referenced test (19 TAC §74.24(c)(1))
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Comment [kc32]: Language updated for clarity

G	A gifted/talented course
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H	An honors course (Note: This refers to locally approved honors courses. TEA does not review or approve honors courses.)
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I	An International Baccalaureate course (for use only by authorized IB schools)
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J	A high school course completed prior to grade 9 (19 TAC §74.26)
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K	A pre-International Baccalaureate course (for use only by authorized IB schools)
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L	A course taken for local credit only
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M	A magnet course
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P A College Board-approved Advanced Placement (AP) course

Q A pre-Advanced Placement **course**

Comment [kc33]: Added

R A course completed in summer school, **night school, or other instructional arrangement outside the regular school year and/or day**

Comment [kc34]: Language updated for clarity

T A course for which credit is awarded by examination because a student has had **some** prior instruction in the course and received a grade of 70 or above on a **criterion-referenced test** for the course ([19 TAC §74.24\(c\)\(3\)](#))

V A state-approved course in which **content** as described by the Texas Essential Knowledge and Skills (TEKS) has been modified as a result of an ARD committee decision

This code is used only for students receiving special education services to indicate modifications in TEKS course content. The code is not used to indicate accommodations in instructional methods. It not used to indicate where the course was taught such as in a resource, homebound, or self-contained setting. It is not used to indicate instructional accommodations for students under Section 504 of the Rehabilitation Act of 1973. (For information about assessment for students with disabilities, please refer to the guidance at <http://www.tea.state.tx.us/special.ed/guidance/assessment.html>.)

X An innovative course approved for state **elective** 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 ([19 TAC 74.23\(2\)](#))

1 A course for which a PE equivalency credit or PE waiver is awarded through a substitution allowed by [19 TAC §74](#)

2 A course that is part of a coherent sequence of Career and Technical Education (CTE) courses, the completion of which sequence satisfies the Technology Applications graduation requirement ([19 TAC §74](#))

3 A course for which credit is awarded based on the district's evaluation of the student's records from any school that operates outside of the Texas public or charter school system (i.e. home school, private school, out-of-state school, etc.) ([TAC §74.26\(A\)\(2\)](#))

4 A CTE course that satisfies a specific graduation requirement as allowed by [19 TAC §74](#)

Comment [kc35]: Four new codes added in response to district requests

1.16 Additional Information Regarding Entries for Students Receiving Special Education Services

Students receiving special education services may earn a high school diploma in one of four ways. In each case, the appropriate seal indicates which of the three graduation programs the student has completed. For information about assessment for students with disabilities, please refer to the guidance at <http://www.tea.state.tx.us/special.ed/guidance/assessment.html>.

Comment [kc36]: Moved from 1.15 and updated for clarity by the Division of IDEA Coordination

- (a) A student who has satisfactorily completed credit and curriculum requirements applicable to students in general education as specified in 19 TAC Chapter 74 and passed the required exit-level assessment may graduate under the Recommended or Distinguished Graduation Program as outlined in 19 TAC Chapter 74 ([19 TAC §89.1070\(b\)\(1\)](#)).
- (b) A student who has satisfactorily completed credit and curriculum requirements for students in general education and participates in required assessments may graduate under the appropriate graduation program. The student's ARD committee must determine whether satisfactory performance on a required state assessment shall also be required for graduation ([19 TAC §89.1070\(b\)\(2\)](#)).
- (c) A student may graduate under the appropriate graduation program by satisfactorily completing credit and curriculum requirements for students in general education or the curriculum requirements to the extent possible as determined by the student's ARD committee, participating in required assessments as determined appropriate by the ARD committee, and fulfilling other requirements outlined in the IEP including one of the following: (a) full-time employment and sufficient self-help skills to maintain employment without direct and ongoing support from the school district; (b) demonstration of specific employability and self-help skills that do not require direct ongoing support from the school district; or (c) access to services that are not within the legal responsibility of public education or to employment or educational options for which the student has been prepared by the academic program ([19 TAC §89.1070\(c\)](#)).
- (d) A student may graduate under the Minimum Graduation Program if the student's ARD committee determines that the student no longer meets age eligibility requirements and has completed the requirements specified in the IEP ([19 TAC §89.1070\(d\)](#)).