

**TRIUMPH PUBLIC HIGH SCHOOLS (TPHS) BOARD POLICY  
MANUAL**

**POLICY GROUP 2 – INSTRUCTION  
ACADEMIC ACHIEVEMENT**

PG-2.3

**Sec. 1. GRADUATION REQUIREMENTS**

Credit counted toward high school graduation may be earned only if the student received a grade equivalent to 70 on a scale of 100, based upon the essential knowledge and skills of each course completed. Credit earned toward state graduation requirements in an accredited school district shall be transferable and must be accepted by any other school in the state.

**Sec. 2. ACADEMIC ACHIEVEMENT RECORD**

TPHS shall use the academic achievement record (transcript) form designated by the Commissioner of Education (“Commissioner”). This form shall serve as the academic record for each student and shall be maintained permanently by TPHS.

Any credit earned by a student must be recorded on the academic achievement record, regardless of when the credit was earned. A student’s performance on a state assessment, including an end-of-course assessment instrument required under Education Code 39.023(c), must be included in the student’s academic achievement record.

Copies of the academic achievement record shall be made available to students transferring to another public school. TPHS shall respond promptly to all requests for student records from receiving schools.

*Education Code § 28.025(e); 19 TAC § 74.5(b)-(d).*

**a) *Transcript Seals***

A student who completes high school graduation requirements shall have attached to the academic achievement record the State Board-approved seal. *19 TAC § 74.5(e).*

**b) *Endorsement***

A student who completes the requirements for an endorsement shall have the endorsement clearly indicated on the academic achievement record. *19 TAC § 74.5(f).*

**c) *Performance Acknowledgment***

A student who earns a performance acknowledgment shall have the performance acknowledgment clearly indicated on the academic achievement record. *19 TAC § 74.5(g).*

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**d) *Distinguished Level of Achievement***

A student who earns the distinguished level of achievement shall have the distinguished level of achievement clearly indicated on the academic achievement record and on the diploma. *19 TAC § 74.5(h)*.

**e) *Completion of Speech Requirements***

A student who demonstrates proficiency in speech as specified in 19 Texas Administrative Code § 74.11 shall have completion of the speech requirement clearly indicated on the academic achievement record. *19 TAC § 74.5(i)*.

**f) *Completion of CPR Instruction***

A student who completes instruction in cardiopulmonary resuscitation (CPR) as specified in 19 Texas Administrative Code § 74.38 in grade 9, 10, 11, or 12 shall have completion of the CPR instruction clearly indicated on the academic achievement record. *19 TAC § 74.5(j)*.

**g) *Proper Interaction with Peace Officers***

A student who completes the required instruction on proper interaction with peace officers shall have completion of the instruction clearly indicated on the academic achievement record. *19 TAC § 74.5(k)*.

**h) *Languages Other than English***

A student who satisfies a graduation credit requirement related to a language other than English by successfully completing a dual language immersion program at an elementary school as specified in 19 Texas Administrative Code § 74.12(b)(5)(F) shall have the credit clearly indicated on the academic achievement record. *19 TAC § 74.5(l)*.

**i) *Certificate of Coursework Completion***

A student who completes all graduation requirements except for required end-of-course assessment instruments may be issued a certificate of coursework completion. The academic achievement record shall include a notation of the date a certificate of completion was issued to the student. *19 TAC § 74.5(m)*.

TPHS may allow a student who receives a certificate to participate in a graduation with students receiving high school diplomas.