

<b>Bartlett City Board of Education</b>		<b>4036</b>
Descriptor Term: <b>TRANSCRIPT ALTERATIONS</b>	Descriptor Code: <b>Instruction</b>	Issue Date: <b>09/28/2023</b>
	Rescinds:	Revised:

- 1 The District shall maintain a transcript for each student which sets forth a cumulative record of
- 2 the student’s attendance, achievement, and units of credit earned. High school and Ninth Grade
- 3 Academy transcripts may be altered only by high school counselors with authorization from the
- 4 Vice-Principal or Principal. Elementary and middle school transcripts may only be altered by the
- 5 Principal or Assistant Principal.
  
- 6 Alterations to student transcripts shall be supported by documentation.<sup>1</sup> This documentation shall
- 7 include, but shall not be limited to, the reason for the transcript alteration and evidence that the
- 8 student has earned the grade reflected in the altered transcript.
  
- 9 Alteration to transcripts other than as provided in this Policy may subject an employee to
- 10 disciplinary action, including, but not limited to, dismissal, revocation of license or certification
- 11 issued by the Department of Education, and/or prosecution for falsification of educational or
- 12 academic records. Bartlett City Schools shall not retaliate against an employee who brings
- 13 unauthorized transcript alterations to the attention of school officials.<sup>2</sup>

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<sup>1</sup> T.C.A. §49-50-1101

<sup>2</sup> T.C.A. §49-50-1101