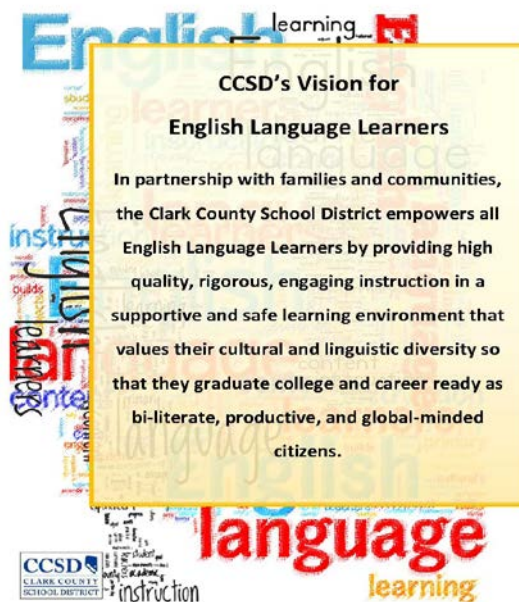


The English Language Learner (ELL) Division evaluates foreign transcripts, for new high school students entering the Clark County School District (CCSD) from foreign countries. Foreign transcript evaluations assist school registrars and counselors in establishing appropriate grade level placement, in determining equivalent CCSD credits, and in assigning the most suitable student schedule to facilitate graduation.

Note: This service does not apply to foreign exchange students or students studying abroad in schools sponsored by the Department of Defense Education Activity agency.

The **evaluation process** involves determining:

- Course curriculum for classes taken abroad in comparison with similar curriculum of CCSD courses.
- Accreditation based upon credit requirements from the foreign Ministry of Education in comparison with CCSD course credit values.
- Equivalent CCSD course grades based upon a grade equivalency.



**CCSD's Vision for
English Language Learners**

In partnership with families and communities, the Clark County School District empowers all English Language Learners by providing high quality, rigorous, engaging instruction in a supportive and safe learning environment that values their cultural and linguistic diversity so that they graduate college and career ready as bi-literate, productive, and global-minded citizens.

English Language Learner Division:
<http://ell.ccsd.net>

Information obtained from the Ministry of Education of each country is used to determine accreditation (**the number of credits each course earns**). Accreditation throughout the world, is determined by the number of minutes per day, the number of days per week, and the number of weeks per year that a course meets.

- *Example:* A student who attends Physical Education (PE) for 50 minutes a day, for 2-3 times a week, for 36 weeks (approximate number of weeks per school year) may earn only .5 credit per year for a course while another student who attends PE for 50 minutes each day for the entire school year may earn 1.0 credit.

Official Transcripts

The parent/guardian and student are responsible for obtaining official transcripts (with school seal and authorized signature) from their country in a timely manner. Students should submit all transcripts that need to be evaluated at the same time to ensure proper analysis and reduce possible foreign transcript evaluation costs.

Should Transcripts be Translated into English?

All foreign transcripts submitted to the school for evaluation must be translated into English. It is the responsibility of the parent/guardian and student to ensure that all transcripts have been translated into English before submitting them to the registrar. Transcripts not submitted in English may result in a delayed evaluation and inappropriate class scheduling

Graduation Requirements

Students who enter CCSD from a foreign country are subject to the same graduation requirements as regular CCSD students. Foreign students may be credit deficient in such areas as US History, US Government, and English where school curriculum from foreign countries is different than that offered and required for graduation in CCSD.

Graduated from a Foreign Country?

In accordance with the Nevada Revised Statutes (NRS) and District Policy 5111.1, students who have previously graduated from high school in a foreign country may not be enrolled.

CLARK COUNTY SCHOOL DISTRICT - ENGLISH LANGUAGE LEARNER DIVISION

FOREIGN TRANSCRIPT EVALUATIONS

2018-2019

Required CCSD Forms

In order for the transcript to be evaluated by the ELLD Transcript Analyst, the school registrar provides the new student with the **CCSD Foreign Student Transcript Evaluation Form** (3 pages- see below). The form is available in Arabic, English, Farsi, Spanish, and Swahili. **The form must be completed in its entirety and signed by the parent/guardian and student before foreign transcripts can be evaluated.** The school registrar submits the required form and the transcripts to the ELLD Transcript Analyst for evaluation. Incomplete forms will be returned and may delay the evaluation completion.

CCSD Form Pg. 1

CLARK COUNTY SCHOOL DISTRICT
English Language Learner Division
FOREIGN STUDENT TRANSCRIPT EVALUATION FORM

CCSD School: _____ School Code: _____

STUDENT INFORMATION

Last Name: _____ First Name: _____
Grade Level: _____ Date of Birth: _____ Student Number: _____

• Please provide ALL foreign transcripts to the Clark County School District for evaluation of high school credits (grades 9-12).
• Provide original documents and translations (if applicable) to the registrar who will make COPIES to be attached to this form.
• Submit ALL documents, foreign transcripts, and applicable translations together for evaluation. Transcripts will only be evaluated once.
• High school credits are issued for courses completed between 9th and 12th grades. Primary schooling records are not necessary and will not be used for evaluation purposes.
• Any questions regarding evaluated transcripts must be submitted during the same academic year the transcript was evaluated.
• The evaluation process should take approximately 1 to 6 weeks. Your school registrar will receive the evaluation results via e-mail.
• Incomplete forms and/or documentation will be returned to the school registrar.

Parent Signature: _____ Date: _____
Student Signature: _____ Date: _____

ELLD July 2017 Page 1 of 3

CCSD Form Pg. 2

CLARK COUNTY SCHOOL DISTRICT
English Language Learner Division
FOREIGN STUDENT TRANSCRIPT EVALUATION FORM

CCSD School: _____ School Code: _____
Student Name: _____
Student Number: _____ Date of Birth: _____

List each grade the student has attended in school. Please begin with the first Grade/Year of Elementary.

Example:

	Name of Institution	Grade Level	Age	City, State & Country	School Year
1	Buenos Aires Primary	1 st		Quetzaltenango, Guatemala, Guatemala	2011-2012
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

The student's placement is temporary until transcript is evaluated.

Parent Signature: _____ Student Signature: _____
Parent Phone Number: _____ Student Phone Number (if applicable): _____
Date: _____ Date: _____

ELLD July 2017 Page 2 of 3

CCSD Form Pg. 2

CLARK COUNTY SCHOOL DISTRICT
English Language Learner Division
FOREIGN STUDENT TRANSCRIPT EVALUATION FORM

Student Name: _____

Program and School Information

1. Did you attend school last year? No Yes

2. Was your studying English in your last school? No Yes

3. How many years have you studied English? 1-2 3-4 5-6 More than 6?
 Do not speak English I speak English at a beginning level I speak English at an intermediate level I speak English at a proficient level

4. How proficient are you in speaking English?
 Do not read and write English I read and write English at a beginning level I read and write English at an intermediate level I read and write English at a proficient level

5. How proficient are you in reading and writing English?
 Algebra Geometry Advanced Algebra Trigonometry Calculus

6. What math classes have you taken?
 OP Grade 1-2 Hours/Week 4-5 Hours/Week 6-8 Hours/Week 10-12 Hours/Week 14-16 Hours/Week

7. During which school year did you take Physical Education (PE)? OP Grade 1-2 Hours/Week 4-5 Hours/Week 6-8 Hours/Week 10-12 Hours/Week 14-16 Hours/Week

ELLD July 2017 Page 3 of 3

Course Content

In evaluating transcripts from foreign countries, great care is taken to match courses and accreditation included on foreign transcripts to courses and credit allotments in CCSD. To receive credit, curriculum content from courses taken in a foreign country must parallel the curriculum content in CCSD courses. If transcripts do not specifically list course names and information submitted does not include a description of the course curriculum, a more general CCSD course code will be used.

Final Results and Transcription Challenge

While every effort is made to transcribe a student's transcript consistently and adequately in a manner that benefits the student, please remember that transcripts are official documents and must be treated as such. Consequently, a transcript analysis may not produce the results that families expect. Parents/guardians have 30 days within which they can challenge a transcript analysis. Forms for the evaluation challenge can be obtained from the registrar at the student's CCSD high school.

For more information, please contact:

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