



## ACCOUNT REVIEW INFORMATION

Information about your school policies and operations and curriculum, instruction and assessment will be requested by the Eligibility Center to complete the account review process. Some information will be requested via questionnaires and the information below may be uploaded directly from sections of your school/student handbooks, official school policies, etc. Failure to submit the requested information will delay the review or cause your school to be suspended from the review process.

- » **Course Catalog:** The course catalog should include a list of all courses offered at your school and a brief description of each course.
- » **Academic Calendar:** The academic calendar should list school start date, all vacation or school not in session dates, teacher in-service dates, school end date and graduation date.
- » **Master Schedule:** The master schedule should include course titles with corresponding instructor names, times and locations.
- » **Sample Student Transcript:** The sample student transcript should be provided from the most recent academic year and have student identification redacted.
- » **Transcript Key:** The transcript key should indicate how courses from other schools are differentiated on your school's transcripts and include an explanation of various designations such as symbols, numbers, etc.
- » **Policy on Repeated Courses:** The policy on repeated courses should include allowable circumstances for repeating a course and explain how grade and credit is managed for the original course and the repeated course.
- » **Policy on Academic Integrity:** The policy on academic integrity should include consequences for issues such as cheating, plagiarism, etc.
- » **Graduation Requirements:** The graduation requirements should include required courses and credits in each individual discipline (English, math, etc.) as well as any additional requirements (e.g., community service).
- » **Visitor Policy:** The visitor policy should include protocols for school entry, class observations, etc.
- » **Attendance Policy:** The attendance policy should include procedures regarding excused and unexcused absences.
- » **Policy on Transcript Revisions:** The policy on transcript revisions should include allowable circumstances for revising an official transcript or grade report, the process by which a revision request is made, and the individuals at your school who have the authority to make determinations on whether revisions are approved.