

TRANSCRIPT EVALUATION WORKSHEET

Student: _____ ID #: _____
(Last Name) (First Name) (Middle Name)

Birth Date: _____ / _____ / _____ Present Age: _____
(Year) (Month) (Date) ← (Using American Calendar) →

Country: _____ Language(s): _____

Seattle Address: _____ Phone Number (____) _____

Present School: _____ Grade: _____

Did student receive a high school diploma in home country? YES NO
 (If YES, **student is not eligible** to attend high school in Washington State.)

PREVIOUS SECONDARY SCHOOLING OUTSIDE OF U.S.

Name of School(s): _____ City _____ Country _____

_____ City _____ Country _____

At what age did student start school? _____ Grade(s) student repeated, if applicable: _____

Was attendance normal? YES NO

Was attendance interrupted? _____ If yes, for how long and what grade level? _____

When did the school year start? _____ When did the school year end? _____

How many weeks were in a school year? _____ How many weeks were in a semester/trimester? _____

Numbers of hours student attended school per day _____ per week _____

Number of days student attended school per week _____

Length in minutes of a single class _____

Did each class meet **daily** during the school week? YES NO

If NO, **pro-rate classes accordingly** in the table on the following page based on **75 to 90 hours = 0.5 semester credit**. For less than 75 hours of seat time in a class, credit can be granted on a pro-rated basis by dividing the number of hours by 90 and rounding to the nearest hundredth. For example, 40 hours = 40/90 – 0.44 credit.

What is the percentage, mark or grade necessary, at this school/in this school system, to pass? _____

The total number of years for primary and secondary schools combined in this country is _____ years.

What grade levels in this country/school correspond to high school grade levels in the U.S.?	Student has original transcript?	Year?
U.S. 9 th grade =	Y / N	
U.S. 10 th grade =	Y / N	
U.S. 11 th grade =	Y / N	
U.S. 12 th grade =	Y / N	

Can a student earn credit by passing an equivalency or qualification exam in this country? Explain.

SCHOOL OUT OF U.S.**SEATTLE EQUIVALENTS**

Description of course & TERM (E) if instruction delivered in English	Hours per week	Hours per semester or year	Amount of credit to be granted	Seattle subject equivalent recommended by evaluator	Letter Grade if applicable, for information purposes

TRANSLATION/EVALUATION CERTIFICATION BY TRANSLATOR

I,

_____ a Bilingual Facilitator at Enrollment Service Center, OR

_____ a Bilingual Instructional Assistant OR

_____ other – please explain _____

hereby certify that the transcript translation and evaluation of

(student name) _____

is accurate to the best of my knowledge, based on the original transcript and/or evaluation testing in the language of the student, that was submitted to me for evaluation. I also certify that I am competent in the areas of language and of the education system in the student's country of origin to render such evaluation.

Signature of Translator/Evaluator: _____

Affiliation (school, etc.) _____

Telephone number _____

E-mail address _____

Date of evaluation: ____ / ____ / ____

Total number of pages submitted: _____