**Purpose of this document:** To provide recommendations and sample language to districts drafting student transcripts and the school profile during changing practices due to COVID-19. Red font indicates places where district-specific information should be added.

| **Option 1 - Districts Add a Statement to All Student Transcripts** |
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**Sample District Statements:**

* *Due to the COVID-19 pandemic, Governor Kate Brown mandated all Oregon school buildings to close March 16, 2020 through the end of the school year. During this time, as per direction of the Oregon Department of Education, academic instruction was converted to a “Distance Learning for All” model.* 
  + *Grades earned during this time were recorded as Pass, No Pass, or Incomplete {or local equivalent}, – no letter grades were permitted.*
  + *Essential Skills and Personalized Learning Requirements including Career Related Learning Experiences (CRLEs) were waived for the 2020 and 2021 Oregon Diploma and Modified Diploma.*
* *2019-2020: All Oregon schools were closed from March 16, 2020 through the end of the school year due to the COVID-19 pandemic. During this time, instruction was delivered through Distance Learning and Pass/Incomplete grades {or local equivalent} were given for second semester {or trimester, or final term} classes as per direction of the* [*Oregon Department of Education guidance*](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Distance%20Learning%20for%20All%20Guidance%20March%202020.pdf#page=54)*.*
* *2020-2021: In response to ongoing inconsistencies in opportunity and engagement for students during the pandemic, grading practices and policies were modified for this academic year. Students were given pass/no pass grades in the following courses {list types of courses} or students were given the opportunity to receive pass/no pass grades {explain when this opportunity was available}. A pass designation means that the student {enter school’s definition/criteria to receive a pass grade}.*

**Essential Skills/Personalized Learning Requirements**

Schools may choose to remove these requirements from appearing on the transcript altogether or keep them on the transcript and mark them as waived.

| **Option 2 - Districts Add a Statement to the School Profile** |
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Districts may elect to write a general update to The School Profile, including specifics around grading policy during the school closure. Importantly, any district that updated school profiles for spring transcripts may need to update it again in the fall to reflect any further changes.

**Example Statement:**

*During the Spring 2020 term that coincided with the COVID-19 school closures, {Add school name} changed to Pass/{Add incomplete equivalent} grading only. The change was made in compliance with* [*Oregon’s Department of Education’s guidance*](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Distance%20Learning%20for%20All%20Guidance%20March%202020.pdf#page=54)*, which required all districts to use Pass/{Add incomplete equivalent} marks for courses evaluated during this time. The marks issued for the Spring 2020 term enabled students to earn credit towards the curriculum and graduation requirements and do not factor into their Grade Point Average.*

*2020-2021. In response to ongoing inconsistencies in opportunity and engagement for students during the pandemic, grading practices and policies were modified for this academic year. Students were given pass/no pass grades in the following courses {list types of courses} or students were given the opportunity to receive pass/no pass grades {explain when this opportunity was available}. A pass designation means that the student {Enter school’s definition/criteria to receive a pass grade}.*

| **Option 3 - Districts Attach a Letter to a Student’s Transcript** |
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If districts do not have a school profile feature, then they may consider writing a brief letter that explains the Pass/Incomplete grading for the 2019-2020 (and 2020-2021) school year and includes a district contact for questions. See template below.

**To: {Insert Recipient}**

**Re: Oregon Transcript Changes Due to COVID-19 School Closure**

The purpose of this letter is to explain Oregon’s high school transcript changes due to the impact of the COVID-19 pandemic during the spring term of the 2019-2020 school year. On March 16th, Oregon’s Governor mandated that all Oregon school buildings close through the end of the year. During this time, as per direction of the Oregon Department of Education, academic instruction was converted to a “Distance Learning for All” model. Grades earned during this time were recorded as Pass, No Pass, or Incomplete *{or local equivalent}* – no letter grades were permitted. In addition, previously required Essential Skills and Career Related Learning experiences (CRLEs) were waived for the 2020 and 2021 Oregon Diploma and Modified Diploma.

The Pass/No Pass on transcripts were not factored into a student’s Grade Point Average (GPA); thus, the GPA included on the transcript represents the cumulation of the high school grading terms, except for Spring 2020. The intent of this change in practice was to ensure that students would not be penalized for the statewide extended school closure in response to COVID-19.

If there are Pass/No Pass policies during 2020-2021 that are different than previous years offer explanation.

*In response to ongoing inconsistencies in opportunity and engagement for students during the 2020-2021 school year, grading practices and policies were modified for this academic year. Students were given pass/no pass grades in the following courses {list types of courses} or students were given the opportunity to receive pass/no pass grades {explain when this opportunity was available}. A pass designation means that the student {Enter school’s definition/criteria to receive a pass grade}.*

Please contact {insert contact information} if you have any questions or need any additional information about the high school academic history of {insert student name}.

Sincerely,

*[Superintendent Name]*