

Requirements for the Best Practices (BP) Cohort Project Records Transfer Deliverable

BP Cohort LEAs can use the CSIS Transcript Center to meet their Deliverable 5 Records Transfer Submission requirement through June 30, 2009. Here are the guidelines for completing Deliverable 5 via the CSIS Transcript Center:

1. The data contained in the records transfer, or “transcripts”, must include all the required data fields identified in the Academic Records Transfer (ART) Data Submission Requirements for reporting period FY2008 - 2009. For a copy of this document go to <http://www.csis.k12.ca.us/library/reporting-requirements/> and scroll down to the Data Submission Requirements section under Reporting Year 2008-2009. Click on the link to the Academic Records Transfer Data Submissions Requirements document.
2. The minimum number of transcripts must equal 5% or more of 2007-2008 enrollment for the highest grade level served by the LEA, or in the case of LEAs with fewer than 100 students in their highest grade level, a number (not to exceed five) determined by CSIS in consultation with the LEA.
3. LEAs have 30 days to complete Deliverable 5 using the CSIS Transcript Center, beginning from the time the LEA has first posted a transcript file with the CSIS Transcript Center for review and acceptance of the Deliverable 5 Records Transfer requirements by CSIS. LEAs can submit as many transcripts as they want to the CSIS Transcript Center at no charge while they are working on completing their deliverable.
4. If an LEA is unable to meet the Deliverable 5 requirement within the 30 day timeframe, CSIS may grant the LEA an additional 30 days to complete their deliverable.

CSIS will provide web-based trainings on how use the CSIS Transcript Center to complete Deliverable 5 in addition to the online tutorials posted at www.transcriptcenter.com/california. It is strongly recommended that the registrar attend the training along with the CSIS Coordinator or other staff who will be submitting the transcripts.