

## “EXHIBIT B”

### GUIDELINES FOR COMPLETING TRANSCRIPT SUMMARY FORM FOR STUDENTS RETURNING TO NYC PUBLIC SCHOOLS

#### CREDITS EARNED:

Please provide school credit information about the courses a student completed prior to re-enrollment. Refer to the list of equivalent courses below when completing the “credits earned” section of the TRANSCRIPT SUMMARY FORM.

#### NYC Department of Education

#### OCFS

#### 9<sup>th</sup> Grade

English 1	=	Quarters 1&2 of English 9
English 2	=	Quarters 3&4 of English 9
Global History 1	=	Quarters 1&2 of Global History 9
Global History 2	=	Quarters 3&4 of Global History 9
Earth Science 1	=	Quarters 1&2 of Earth Science
Earth Science 2	=	Quarters 3&4 of Earth Science
Sequential Math 1	=	Quarters 1&2 of Math A
Sequential Math 2	=	Quarters 3&4 of Math A

#### 10<sup>th</sup> Grade

English 3	=	Quarters 1&2 of English 10
English 4	=	Quarters 3&4 of English 10
Global History 3	=	Quarters 1&2 of Global 10
Global History 4	=	Quarters 3&4 of Global 10
Living Environment 1	=	Quarters 1&2 of Living Environment
Living Environment 2	=	Quarters 3&4 of Living Environment
Sequential Math 3	=	Quarters 1&2 of Math B
Sequential Math 4	=	Quarters 3&4 of Math B

#### 11<sup>th</sup> Grade

English 5	=	Quarters 1&2 of English 11
English 6	=	Quarters 3&4 of English 11
American History 1	=	Quarters 1&2 of American History
American History 2	=	Quarters 3&4 of American History
Chemistry 1	=	Quarters 1&2 of Chemistry
Chemistry 2	=	Quarters 3&4 of Chemistry
Sequential Math 5	=	Quarters 1&2 of Math C
Sequential Math 6	=	Quarters 3&4 of Math C

#### 12<sup>th</sup> Grade

English 7	=	Quarters 1&2 of English 12
English 8	=	Quarters 3&4 of English 13
Physics 1	=	Quarters 1&2 of Physics
Physics 2	=	Quarters 3&4 of Physics
Government	=	Quarters 1&2 of Government
Economics	=	Quarters 1&2 of Economics

Other Required Courses:

Foreign Language: In New York City, students are required to take one year of a foreign language which can be equated as follows:

Foreign Language 1 = Quarters 1&2 of Foreign Language  
Foreign Language 2 = Quarters 3&4 of Foreign Language

Physical Education: Students are required to take physical education for two years, for a total of 4 NYC credits. This can be equated as follows:

One Credit Physical Education = 2 Quarters of Physical Education

Other Electives: Students are required to take 3 other electives during their high school years, including Health Education, Art, and Music. Other electives taken at OCFS may be used for elective credit. These can be equated as follows:

Elective 1 = Quarters 1&2 of Elective

**Instructions/Examples:**

If a student has completed Quarters 1&2 or Quarters 3&4 of any of the courses listed below, please write in "F" for "Full Credit" and the average of the grades for the two quarters that the student received.

Example #1: If a student completed Quarters 3&4 of Global 10 (which is called Global 4 in NYC) and received an 80 in Quarter 3 and a 90 in Quarter 4 you would fill in the checklist as follows:

**F/85 Global 4**

Example #2: If a student completed Quarters 1&2 of English 9 (which is called English 1 in NYC) and received a 70 in Quarter 1 and an 85 in Quarter 2 you would write:

**F/77.5 English 1**

Example #3: If a student completed only the first quarter of Math 10 (which is half of Sequential Math 3 in NYC) you would fill in the check list as follows:

**P Sequential Math 3**

(indicating that the student has completed the first quarter of the first semester of the class and should receive partial credit.)

Example #4: If a student completed the third quarter of Living Environment (which in NYC is called Living Environment 2) you would fill in the checklist as follows:

**P Living Environment 2**

(indicating that the student has completed the third quarter of the second semester of the class and should receive partial credit.)

Example #5: If a student has completed Quarters 1, 2 & 3 for Global 10 (which in NYC is called Global 3 and Global 4) you would fill in the check list as follows:

**F Global History 3**

**P Global History 4**

Example #6: If a student participated in part of Quarter 1 of Math A (which is Sequential Math 1 in NYC) but did not complete a given quarter you would fill in the checklist as follows:

**E Sequential Math 1**