



Information Sheet for Schools Reports and Transcripts

Registered Providers are required to monitor, record and assess each student

Policy

Schools are required to comply with Department for Education and Child Development (DECD) policy and National Code 2007 Standard 10 monitoring course progress. Schools must monitor, record and assess each student for each subject of the course for which the student is enrolled. **International Education Services (IES) require schools to report on academic progress by the end of each term.**

Students who have not achieved satisfactory course progress reports should be issued with the *International Student Unsatisfactory Course Progress Notification*. Please refer to *Policy and Procedures, Course Progress Management*.

Report and Transcript Procedure

Reports: High School Graduate and High School Study Abroad Program Students

For all Graduate and High School Study Abroad Program students please ensure that **original reports are issued to students** and copies are:

- Sent to agents where one is listed on the letter of offer. This can be done via email.
- Sent to parents. These may require translation when requested by parents (other than Japanese) and is a school expense. Contact details for the DECD translation services are 8226-1990.
- Placed in the student file.

The format of reports should be the same as for local students. Please ensure that the student's full and correct name is written on the report (i.e. not anglicised).

Translation of Japanese Student Reports

The reports of these students will be managed directly by the agent rather than the school. Please refer to the student's letter of offer for contact details. **Schools should forward another original report directly to the agent. Email or fax is not acceptable.**

Transcripts: Japanese, Brazilian and Mexican Study Abroad Program Students only

These students require a school transcript at the conclusion of their study program. This is in addition to the report issued at the end of each term. Transcripts provide students with credit for their study in Australia when they return to their country of origin. The transcript briefly details academic achievement and attendance.

Transcript Procedure:

(Please refer to and complete the school transcript document)

- Transcripts must be completed on school letterhead
- Original transcripts are to be completed during a student's final week at school and given to the student.

For Japanese students

- Originals are to be issued to the student, forwarded (electronic or hard copy) to the student's agent, parent and also placed in the student file.

For Brazilian students

- Originals for STB and IEMM students are to be forwarded to the respective agents.
- Originals for all other students are to be forwarded to IES.

For Mexican students

- Originals are to be forwarded to IES.

Please Note: Transcripts should be received by the agent / IES in week 10 or by the last day of term.

