

# Marion County Board of Education

Monitoring:

Descriptor Term:

Descriptor Code:

Issued Date:

**Review:  
Annually,  
in May**

**Transcript Alteration**

**6.600a**

**08/21/18**

Rescinds:

Issued:

**08/21/18**

All transcript alterations shall be made in accordance with this policy governing student transcript alterations. Student transcript alterations must be supported and accompanied by documentation providing an explanation of the reason for the transcript alteration and evidence that the student has earned the grade reflected in the altered transcript.

The evidence for student transcript alterations will be maintained in the student's permanent record. Student transcript alterations may only be made by the principal of the school or a principal's designee. When a principal's designee is permitted to make alterations, a written record of the designee will be kept on file. A report of transcript alterations will be submitted to the Director of Schools at the end of each grading period.

No retaliation may occur against an employee who brings unauthorized transcript alterations to the attention of school officials.

Any person who intentionally violates this section may be subject to disciplinary action, including, but not limited to, revocation of a professional educator's license or certification issued by the Department of Education, and may be subject to prosecution for falsification of educational or academic records under Tenn. Code Ann § 39-14-136.