

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

4.17

Effective Date: March 5, 2019

Revised Date:

Section: *Instructional Services*

Subject: *Transcript Alterations*

Related Policy: 4.608 Transcript Alterations

I. DEFINITIONS

II. PROCEDURES

Any student transcript alteration shall be made on the *Marshall County Schools Transcript Change Form*.

Once completed and approved, the form will be placed/remain in the student's cumulative record.

III. ATTACHMENTS

Marshall County Schools Transcript Change Form

Signature on File

Jacob Sorrells, Director of Schools