



AUSTIN HIGH SCHOOL

AUSTIN Independent School District



The Office of the Registrar
Austin High School
1715 West Cesar Chavez, Austin, TX 78703
(512) 414-2505 MAIN (512) 414-7295 FAX

Registrar Office Hours: 8:15AM to 4:45PM
Registration Hours: 8AM - 12PM and 1PM - 3PM

last names A-L

Sonja Simmons 512-414-7216
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last names M-Z

Liz Nichols 512-414-7218
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Registration

To enroll at Austin High School a family must reside within the AHS attendance zone or have received an approved transfer from the Office of Student Services.

A parent/legal guardian must be present on campus to enroll a student. A legal guardian must present a court document with judge's signature describing their relationship to the child.

The following documents are required to enroll:

- Proof of residence showing parent/guardian name (current electric, water, or gas bill)
 - Parent/guardian photo ID
 - Student's birth certificate
 - Student's social security card (optional)
 - Student's most recent report card/transcript
 - Student's withdrawal document if enrolling during the school year
 - Student's current immunization record*
- *A student must be compliant with State of Texas immunization requirements before they can be enrolled***

High School Grade Level Classification

Grade-level advancement for students in grades 9-12 shall be determined by course credits.

Credits are earned by meeting the minimum passing standard average of 70 at the end of each course and meeting the 90% attendance rule.

Grade Classification

- 9th grade requires promotion from the 8th grade and 0-4.5 credits.
- 10th grade requires completion of a minimum of 5.0 credits.
- 11th grade requires completion of a minimum of 10.0 credits.
- 12th grade requires completion of a minimum of 15.0 credit

**Denied credit (NCs) due to excessive absences, are not included when factoring credit totals.*

NOTE: Once the requirements are met for recovering credit, the student's grade classification will be changed at the next ranking period in accordance with AISD policy

Transcripts

24-48 hours to process

Current Students: please use Naviance for all transcript requests.

Current students receive 10 free transcripts, after that transcripts are \$3 each.

Former Students: requests must be in writing – email is acceptable. No phone requests. Transcripts are \$3 per copy. When requesting transcripts please include name used while in attendance at Austin High, year of graduation, date of birth; include a mailing address or indicate you will be picking up your transcript.

Diplomas

Diplomas are available from the registrar's office the week after graduation, and must be picked up by the graduate. Diplomas are not mailed.

Duplicate diplomas are available from a vendor other than AISD. The current cost is \$25. Please contact the registrar for further information.

Employment Verification

two to three business days to process

We are unable to respond to employment verifications over the phone.

Please fax your request to 512-414-7373 along with a signed release from the applicant. *Requests will not be fulfilled without the signed release from the applicant.*

Attendance

Denied Credit Due to Excessive Absences (NCs):

Loss of credit is tabulated on an individual course basis. If a student has not been in attendance for at least 90% of the days a course is offered during the semester, the student will receive **no credit** for the course semester. This will be recorded as an NC (No Credit) on the report card.

Restoring Denied Credit Due to Excessive Absences:

Students must appeal to the Assistant Principal to restore credit through options provided by District policy.

Pass/Fail*

Pass/Fail (P/F) Forms are located in the registrar's office and only apply to ONE semester.

The deadline to submit a pass/fail form is the final day of the first six weeks of each semester.

A student may choose to take a course pass/fail only if the course is beyond state graduation requirements in that subject area for the graduation plan that the student has declared.

Courses taken pass/fail are considered as **local credit** only and are not counted toward state graduation credit.

The grades in a course taken pass/fail will be **recorded numerically** for each six weeks grading period and for the final exam, but the final course grade will be recorded as a "P" or an "F".

****Parent, teacher, and counselor signatures are required.***

Credit By Examination

Specific dates and information may be obtained through your counselor.

Credit by exam without prior instruction (acceleration):

District students seeking placement credit in a subject area in which they have not received prior instruction may earn credit by passing these exams with a minimum grade of 80.

Credit by exam with prior instruction:

District students who have received formal prior instruction in a subject area may take these exams for credit recovery or validation of credit. A minimum score of 70 is needed for credit to be awarded.

ACC/UT/Dual Credit

The student **MUST** request that ACC send their transcript to Austin High. Graduating seniors should verify with the Registrar that their transcript was received from ACC. Course completions will be reflected on the next printing of the official transcript

Trustees' Scholar Award*

The district has established a program of annual awards to high school students to recognize and encourage outstanding academic achievement. For students who meet the criteria each year, a certificate is awarded during an annual ceremony. The recipients must be scholastically within the top ten percent of their class group (either the cumulative GPA or rank GPA) at the end of the first five reporting periods for that school year. A student who receives an I or an NC grade shall not be eligible to receive the award.

****The Trustee Scholar Award does NOT replace the class rank process that is done twice a year, and is not the class rank criteria that is reported to Texas public colleges and universities.***

Rank in Class

Austin High is a **non-ranking campus**; class rank will be reported only to Texas public colleges and universities for student within top ten percent of their class as required by Texas law. Students in the top ten percent are notified by letter to their home address.

Class rank is calculated after the conclusion of a semester and shall be determined by descending order of students' weighted GPAs earned in courses that satisfy the students' graduation plans in the following curriculum categories:

- English/Language Arts;
- Mathematics;
- Science;
- Social Studies;
- Languages other than English (LOTE up to 2 credits)

If a student exceeds the required number of courses necessary to satisfy the graduation requirements in one or more of the disciplines listed above, then the courses that yield the highest grade points within those disciplines that satisfy the graduation requirements will be included in calculating class rank.