



VISIONS PREPARATORY ACADEMY

Transcript Revision Policy Policy:

Visions Preparatory Academy (VPA) maintains the integrity of all student academic records in accordance with state law and the Family Educational Rights and Privacy Act (FERPA). Transcripts represent a permanent record of a student's academic history and will only be revised under the following conditions:

- **Clerical or Data Entry Errors:** Corrections may be made when documentation verifies an administrative or technical mistake (e.g., grade entry, credit assignment, or course title).
- **Grade Change Requests:** Must originate from the teacher of record and be approved by the Dean or Executive Administration within 30 calendar days of the term's end.
- **Transfer Credit Updates:** Revisions due to transfer credits require official transcripts from accredited schools and administrative review before inclusion.
- **Course Retake or Grade Replacement:** When a student repeats a course for credit, the new grade may replace the previous one according to the school's academic policy. The original grade remains visible but is marked as "replaced."
- **Administrative Discretion:** The Executive Administration reserves the right to authorize or deny transcript changes based on verified evidence, documentation, and policy compliance.

Once a transcript is finalized and released, no changes will be made without formal documentation and approval. Any falsification or manipulation of transcript data by a student or guardian constitutes academic misconduct and may result in disciplinary action or dismissal.

Summary:

VPA safeguards academic records to ensure fairness and accuracy. Transcript changes are permitted only for verified administrative, clerical, or policy-aligned reasons and require proper documentation and approval from the administration.

