

Steve Rutledge

Transitional English Coordinator

Parkland Community College

Champaign, Illinois

RE: Coding for Transcripts for Transitional English

Dear Transitional English Partners:

10/28/2022

The purpose of this memo is to explain how student transcripts must be coded in order to receive automatic placement into college-level English at Parkland College and any other Illinois community college and participating university.

Reminder: a student must receive a "C" or higher for *both* semesters of the course in order to receive placement. A student must also have COMPLETED both semesters of the course before they can enroll in college-level English, so in most cases, students would likely have to wait until graduating to enroll in college-level English.

How to code the transcript:

First, the course name for transitional English appearing on the transcript must be TE 099. Parkland admissions staff know to look for this particular coding.

However, in addition, in the notes section of each student's transcript (where standardized test scores are usually placed) you must also place the following information:

- ✓ The State portability code, which is: TE001-ELA
- ✓ The course grade
- ✓ The date the course was completed.

So, in the notes section of a student's transcript this should appear:

TE001-ELA Portable Transitional English	Grade:	Date Completed:
---	--------	-----------------

As a side note: In case you need it, here is the ISBE Course Code:

ISBE Course code: 01004A001-High School Transitional English