

## Services of the Registrar's Office

The Woodstock School Registrar is responsible for creating and issuing a variety of documents which a student and his or her parents need both to follow the student's educational progress during attendance at Woodstock and to provide evidence to outside institutions of the student's school tenure and achievements. Woodstock provides these documents when necessary and without additional charge except for postal or courier delivery charges. Documents include:

During active attendance at Woodstock—

- Grades report
- Residence report
- Net Classroom report
- IGCSE certificate
- School certificate

As students leave Woodstock—

- Transcript
- Indian mark sheet(s)
- Migration certificate
- Character certificate
- Diploma
- Pass certificate
- Transfer certificate

For Woodstock alumni—

- Transcript
- Replacing a lost document

### Grades Report

A grades report is printed four times during the school year—at mid-term breaks and at semester ends.

Reports at the mid-term breaks are progress reports which include the student's work and the teachers' comments on the student's work for the first portion of the semester. These reports are available for student-teacher conferences held at Woodstock shortly after the mid-term breaks. Reports not picked up by parents at a conference are mailed to the parents the following week.

End-of-semester grades reports are mailed to parents about one week following the end of each semester. Letter grades are a combination of the student's course work during the entire semester and any semester final examination score. Letter grades appear on transcripts and are used in the calculation of grade point averages. The semester grade point average is used to identify those students qualifying for A or B honour rolls.

If an expected grades report is not received by mail within a reasonable period of time, please contact the Registrar by e-mail. A scan of the grades report can be sent to the parents as an e-mail attachment. Remember also that grades and comments are available to parents on Net Classroom from which parents may print their own unofficial grades report.

### Residence Report

Residence reports are printed four times during the school year—at mid-term breaks and at the end of each semester. Residence reports are distributed and mailed along with the grades reports to the parents of students who live in one of the Woodstock student residences. The report includes residence staff comments and skills ratings concerning the student's residence life. As for grades reports, contact the Registrar by e-mail if an expected report is not received within a reasonable period of time. The content of residence reports is available to parents on Net Classroom.

### Net Classroom Report

Parents can receive current academic information on their student via Net Classroom, a link to which is provided by this Woodstock School web site. A parent's Net Classroom user ID and password may be obtained by contacting the Woodstock ICT Department. Using Net Classroom, parents may view the most recent grades and residence report information. For high school students, parents may also view the most current course work marks for each class. High school course work marks are first posted on Net Classroom six weeks into the semester and then updated approximately every two weeks until the end of the semester.

### IGCSE Certificate

Woodstock students usually complete IGCSE (International General Certificate of Secondary Education) courses by the end of grade 10. Woodstock administers IGCSE examinations for each of its IGCSE courses.

2-3 months after the examination, Woodstock will obtain preliminary IGCSE grades via the internet and distribute a written report of those grades to the students (the exact date of grades availability is posted on the Cambridge IGCSE website). It is the students' responsibility to communicate those grades to their parents. There is then a one-month period during which unexpectedly low grades may be investigated. The investigation leads to a re-grading of the particular test; the fee for re-grading is approximately 5,000 rupees per test. To initiate an IGCSE grade investigation, the parent should contact the Registrar via e-mail.

Approximately four months after test sessions, CIE (Cambridge International Examinations) issues a certificate for each tested student stating subjects and final test grades. If five or more subjects were examined, the IGCSE certificate approximates an Indian Grade 10 Mark Sheet.

As an agent of CIE, Woodstock distributes the IGCSE certificates to students. It is the responsibility of the student and the student's family to keep this certificate in a safe place. Woodstock has a record of examination results but cannot issue replacement certificates. The current policy of CIE is to not issue replacement certificates; instead, they will, for a fee, issue a certificate stating that the original certificate was issued and what it said. This second certificate is expensive, can only be obtained through Woodstock, and takes several months to acquire. Contact the Registrar for more information.

### School Certificate

The Registrar may issue a school certificate on request. A school certificate, also known as a *bona fide* certificate, confirms that the student is a current student at Woodstock, when the student entered Woodstock, and when the student will graduate from Woodstock (assuming normal progression). This certificate may be required by some agencies during the process of issuing a visa to India for educational purposes. Certificates are sometimes required for mobile phones purchased in India. Certificates are prepared on school letterhead and are signed and stamped by a school official. Allow at least two weeks for preparation and delivery by mail or courier.

### Transcript

A transcript is an academic summary used by international and western secondary schools in place of the mark sheet used in Indian schools. Upon completion or transfer from Middle School (grades 6-8), Woodstock prepares a Cumulative Report which is similar to a transcript and lists the school years, the courses completed, and the letter grades received during the year. Upon completion or transfer from High School (grades 9-12), Woodstock prepares a Transcript which lists the school years, semesters of the courses completed, credits received, semester grades, semester grade point average (GPA), year-to-date GPA, cumulative (grade 9-to-date) GPA and cumulative credits toward graduation. Additionally, the High School Transcript lists academic honours, extracurricular activities in which the student participated, and external test results such as IGCSE, ACT, SAT, and AP. (Many universities require official direct reporting of ACT, SAT, and AP results from the ACT or College Board.)

The original of the High School Transcript remains permanently in the student's folder at Woodstock. The Registrar will prepare certified copies of Transcripts on request from the student or the student's parents. Transcripts are most often used as part of the application process for colleges and universities. North American universities uniformly require the Transcript to be sent directly from Woodstock to their admissions office. European, Asian, and Australian universities will usually accept certified Transcripts directly from the student. For North American universities, the request for a Transcript must be accompanied by the name and address of the universities and colleges being applied to. Otherwise, the Registrar needs only the family's address to send a Transcript. Scanned copies of Transcripts are some times sent to families or institutions by e-mail for initial consideration of

applications, but they almost always must be followed up with a certified paper copy of the Transcript.

At any time during a student's high school career, a student may request a copy of his or her Transcript for informational purposes. Many of these Transcripts are generated as electronic documents. These allow the student to assess his or her progress academically, often with the help of the Guidance Counselor, as well as to correct errors and update extracurricular activities.

### Indian Mark Sheets

Indian Mark Sheets are issued to graduating Woodstock seniors who have entered the mark sheet program. Woodstock requires all Indian passport holders to enter the mark sheet program unless the student's parents, in writing, request exemption from the program (address exemption requests and questions to the Woodstock Indian College Counselor). Indian Mark Sheets are required for entrance into Indian colleges and universities and may be useful in applications to other Asian and Australian universities. Indian students should seek exemption from the program ONLY if the parents are certain that the student will not be attending an Indian college or university. Mark sheets place limitations on the course selection during grades 11 and 12. The decision to be exempted from the Indian Mark Sheet is usually irreversible. This can be a problem if funding for a foreign university or the visa process does not go as planned.

Woodstock issues both Grade 10 and Grade 12 Mark Sheets at the time of graduation. Students entering Woodstock in grade 11 do not receive a Grade 10 Mark Sheet. The student receives the originals of the Mark Sheets, and the school keeps copies for our records. The graduation packet of documents will contain the original and several certified copies for the student's use in applications. In order to avoid multiple original Mark Sheets, the school requires proof of loss of the original before replacement can be made.

### Migration Certificate

The Migration Certificate is a necessary document for students graduating from Woodstock and planning to attend an Indian university. It is issued along with the Indian Mark Sheets for students in the mark sheet program. The certificate states the following:

(Student Name) was awarded a pass certificate at the final examinations in (graduation date) conducted by the Board of Directors, Woodstock School, Mussoorie, Uttarakhand. Permission is hereby given to the above-mentioned candidate to study and appear for the exam for any Board, University or College in India. Particulars of the candidate are entered below and attested by the Principal of the school from which the candidate was entered.

The Migration Certificate is part of the graduation packet of documents distributed after graduation ceremonies.

### Character Certificate

The Character Certificate is a useful document for students graduating from Woodstock and planning to remain in India. It is issued along with the Indian Mark Sheets and Migration Certificates for students in the mark sheet program. The certificate identifies the student, indicates dates of attendance, and indicates the good character of the student. It is essentially the same as the School Certificate issued to students who have not yet or will not graduate from Woodstock.

The Character Certificate is part of the graduation packet of documents distributed after graduation ceremonies.

### Diploma

A diploma is used by international and western secondary schools in place of the pass certificate used in Indian schools. A diploma is issued only to graduating seniors, usually at Commencement, and only after all school fees have been paid. The original is given to the student who is responsible for its care. It is primarily a showy document for the living room or office wall. The Transcript is the more common document used as proof of graduation in applications.

### Pass Certificate

Woodstock does not routinely issue pass certificates to graduating seniors since they would be redundant to the diploma (see Diploma above). In rare instances Woodstock has prepared a pass certificate for a student in order to satisfy an uncompromising official who does not recognize the equivalence of the diploma to the pass certificate.

### Transfer Certificate

The Transfer Certificate (T.C.) is a necessary document for students withdrawing from Woodstock and planning to attend an Indian elementary, middle, or high school. It is usually not needed to transfer to another international school which will generally only want a transcript or a Middle School Cumulative Report and possibly a recommendation. The T.C. details the student's birth date, school entry date, school leaving date, and class. If issued at the end of the school year, it indicates whether the student was promoted to the next grade. It also contains a statement of character and that Woodstock fees have been paid in full.

Woodstock issues the T.C. only upon request from the parent. Woodstock fees must have been paid in full or a sufficient deposit must be in the parent's account to cover all unpaid fees before the T.C. will be issued by the Registrar. The T.C. is a legally accountable document that is numbered for security. If it contains an error in information, it must be returned to the Registrar and a replacement T.C. issued.

## Woodstock Alumni

The most frequent document requested by alumni is the transcript. This is the one important student document where Woodstock maintains the original and issues certified copies, often many years after the student attended or graduated. Woodstock provides this service to alumni without charge when needed and requested. E-mail requests to the Registrar. Since many western institutions require the transcript to come directly from Woodstock without passing through the student's hands, be sure to know if this is true and provide the recipient's mailing address if it is. During school sessions a transcript can be prepared within a few days depending on how deeply we have to dig to find your student record. If requested during school vacations, the process may take a month or more, so plan ahead.

Grades reports and residence reports are only maintained for a few years after a student leaves Woodstock. Replacement of the various documents where the student has possession of the original is always difficult and sometimes impossible. Contact the Registrar with an explanation of your needs.