**ADDING COMMENTS**

*Always insert a comment when you add information to a transcript*

**Comments Format** = Your Name & Date will auto-populate

please add your *comment/explanation*

1. Transcript entry (only need to add to one line of data entry):
   a. In-State: school name, city, state *ex ‘Jane Doe, 1/01/2020, Evergreen HS, JeffCo’*
   b. Out-Of State: school name, city, state *ex ‘Jane Doe, 1/01/2020, Hale HS, El Paso, TX’*

2. Out of state history: *ex ‘Jane Doe, 1/01/2020, Texas State History’*
3. World Language: *ex ‘Jane Doe, 1/01/2020, Hebrew’*
4. Information gathered from transfer school: *ex. ‘Jane Doe, 1/01/2020, per J. Harris course taken at Honors weight’*

[Logo: Denver Public Schools Division of Secondary Education]