



## Transcript Guide

It is important to begin a transcript when your child is in the 9<sup>th</sup> grade. A typed transcript will be required when applying to colleges and universities. It's a good habit to update and print a hard copy of a transcript at the end of each year. A homeschool transcript will have more credibility when parents use official course titles such as English I, Biology, Algebra I, Algebra II and Economics. General terms like spelling, vocabulary, and science should not be used on the transcript.

The form we provide is more a note-taking form to record information that will be typed into the transcript at the end of the year. We provide the standard graduation requirements for your reference. Specific state requirements may vary. Parents may create an official typed transcript using the format of their choice. There are many samples available to look at on home- schooling websites.

An official transcript includes the following information:

Name of Student, Homeschool name, address, phone number

List of courses, by year

Dual enrollment and honors courses

Grades: List semester grades and end of year totals

GPA (grade point average)

Credits, list credits per semester and cumulative total

Grade scale: For example

Credits and Grading Scale: A 90-100; B 80-89; C 70-79; D 60- 69; F below 60

Weight for one-credit courses (120 hours): A=4; B=3; C=2; D=1; F=0 AP Courses: A=5; B=4; C=3

PSAT/SAT scores and/or ACT scores as well as any state proficiency exams

Graduation Date

Parent signature and dated

In addition to the basic grades and credits, the transcript can also include these items:

Course descriptions

Extracurricular activities

Areas of your child's interests and where that led him – accomplishments, awards, leadership, and travel

Graduation Requirements	Public or Private School Classes	Distance Learning Classes (accredited)	Non-accredited Courses	Total Credits Accredited and Non-accredited	Total accredited
<b>Language Arts (4)</b>					
English 9					
English 10					
English 11					
English 12					
<b>Science (4)</b>					
Earth Science					
Biology					
Chemistry					
Physics					
<b>Math (4)</b>					
Algebra 1					
Algebra 2					
Geometry					
Pre-calculus					
Calculus					
Business Math					
<b>Social Studies (4)</b>					
US History					
US Government					
World History					

Graduation Requirements	Public or Private School Classes	Distance Learning Classes (accredited)	Non-accredited Courses	Total Credits Accredited and non-accredited	Total accredited
PE/Health (1.5)					
Arts (0.5)					
<b>Electives (5.5)</b> (General topics listed; record specific classes in appropriate column)					
Computer Technology/ Keyboarding					
Foreign Language(2.0)					
Theater					
Music					
Foods and Nutrition					
Clothing					
Driver's Education					
Business					
Accounting					
Agriculture					
Craftsmanship					

