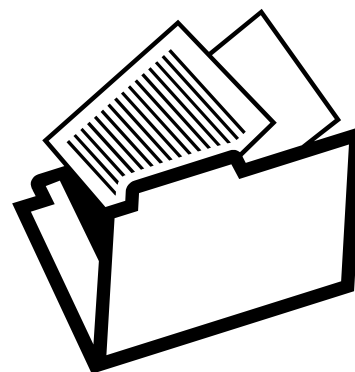






Preparing High School Transcripts

Even for homeschool graduates, a high school transcript is necessary when applying to most colleges. Preparing a transcript is not difficult; however, it does mean that you should keep careful records while your student is in high school. This sheet lists some resources and tips to simplify the process.

If your child does not expect to attend college, be sure to make a transcript anyway—just in case there's a change in plans!




Practical Tips

-  **Keep the transcript concise.** It should only fill the front and back of one sheet of paper.
-  **Include** the student's name, school name (optional for homeschools, of course), and graduation date.
-  **List each high school course,** along with the grade in which it was taken, units of credit earned, and grade received.
-  **Units of credit** reflect the time invested in each course. Typically, one unit is the equivalent of what a student would learn in one school year (or 36 weeks) if he spent 45 minutes each school day studying that subject.






Units of Credit


40 weeks = 1 unit
20 weeks = 0.5 unit
10 weeks = 0.25 unit

-  **Along with the grade received** for each course, provide the grading scale. You may determine what grading scale to use, as long as you use only one scale throughout the entire transcript.

Sample Grading Scale


A = 92–100	C = 76–83
B = 84–91	D = 67–75


-  **Indicate** your student's grade point average (GPA).
-  **Provide** the results of entrance tests, if requested by your student's college of choice. Check with the college to be certain of its requirements.
-  **Briefly describe** any work or work-study experience.
-  **On an extra sheet of paper,** succinctly describe any nontraditional courses.
-  **The transcript should cover** grades 9–12. Classes taken in 8th grade that count toward high school graduation may be included at the parent's discretion.


 **Keeping good records** is the key to a good transcript. Track the time your student spends on mini-studies or an apprenticeship, and later, you may have enough for a partial unit of credit.


Traditional High School Course Requirements	
4 years of English	
4 years of Social Studies (History)	
3-4 years of Math	
2 years of Science	
1 year of Fine Arts	
1 year of Practical Arts	
2 years of Health or Physical Education	
4 years of Electives	
2 years of Foreign Language	

Calculating a Grade Point Average

 **Begin by assigning point values** to the letter grades in your grading scale. Normally, A = 4 points, B = 3 points, C = 2 points, and D = 1 point.

 **For each class,** multiply the grade points earned (based on the letter grade) by the number of credit units.

 **Add** these class totals together.

 **Divide** the result by the total number of credits.

Example of GPA Calculation			
	Grade points	Credit units	Total
English=A	4	1	4
History=B	3	1	3
Algebra=A	4	2	8
French=B	3	1	3
Music=A	4	.5	2
Computer=A	4	1	4
Total		6.5	24
Total grade points ÷ total credit units = GPA			
(24 ÷ 6.5 = 3.7)			

Helpful Resources

Mentoring Your Teen: Charting the Course to Successful Adulthood

A storehouse of information, resources, articles, and practical advice compiled into one volume! Over 12 hours of instruction in 9 dynamic training sessions; 430-page syllabus including profile, evaluation, and journal forms you can duplicate for your own children; a sample contract adaptable to any apprenticeship opportunity; and a checklist of questions to ask before enrolling in any college.

Creating Transcripts

This special presentation of Session 3 from the Mentoring Your Teen seminar offers a 90-minute cassette, 40 pages from the Mentoring Your Teen syllabus, and an official transcript form to help you discover what employers and colleges want.

TranscriptPro™

Prepare, organize, and print your students' transcripts with this CD-ROM. Also available in an umbrella school version.

CreditPro™

A simple way to keep track of your students' projects and turn the hours into credits.

The above resources may be ordered from Education PLUS at www.edplus.com or by calling 317-222-1695.

Sample transcripts

If you are an HSLDA member, view sample transcripts on our members webpage at <http://members.hslda.org/state/generalforms.asp>.

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