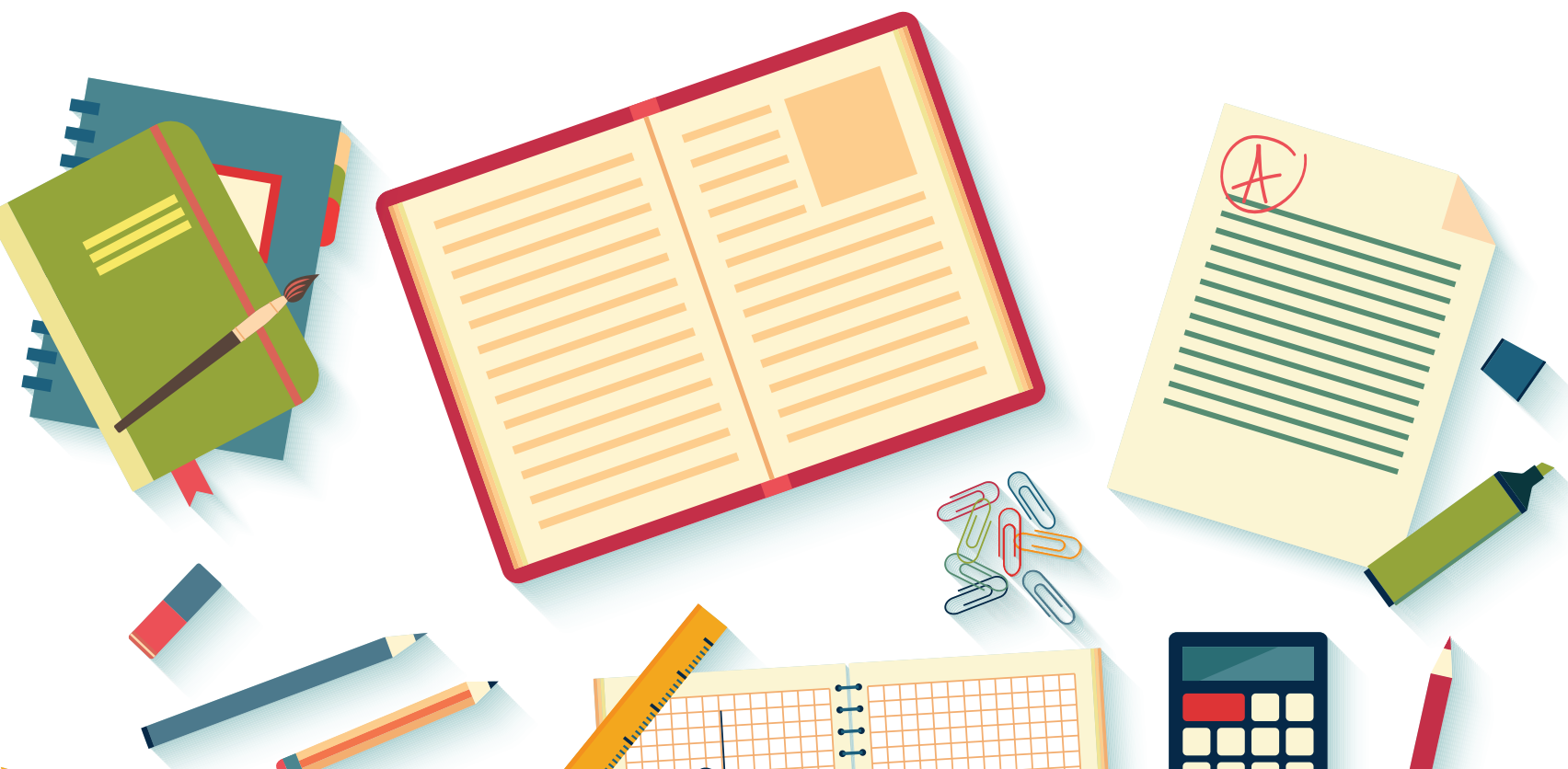


THE RECORD OF **ACCOMPLISHMENTS**

High School

TRANSCRIPT





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BUILDING THE *Transcript*



Many parents who have homeschooled through high school will tell you that it was the most enjoyable, most rewarding season of their homeschooling career. There's just something incredibly fun about watching as our children morph into young adults, and homeschooling during those years allows parents to be fully engaged in the transformation that is so evident as students process in a whole new way.

But, before getting to that enjoyment, parents have to figure out just how to make high school happen. And there is much to consider! Unlike the earlier years, much of high school is flexible based on a student's personal interests and post-graduation desires. While state regulations may offer a framework for graduation requirements, even then there is fluidity in regards to what courses can be used to fill those requirements. Hovering over all of these ponderings is the ultimate question: how can each class be recorded in such a way as to translate to legitimate, acceptable high school credit?

Ultimately, all of this comes together in a single word: **transcript**.

Traditionally schooled students don't have to think much about an official transcript until it comes time to graduate and move to the next stage of life because the school takes care of it for them. Homeschoolers, however, don't have that luxury. We are the teachers who have to keep up with the information. We are the guidance counselors who have to know what goes where and how it is labeled. We are the ones who have to determine volunteer hours and relevant experience. In short, we have to build a transcript.

HOW EXACTLY IS THIS DONE? FROM THE BEGINNING

The first step to building a good transcript is to realize that this starts from the beginning of high school. It finds its roots in the planning that takes place before ninth grade even begins.

FUTURE TRAJECTORY

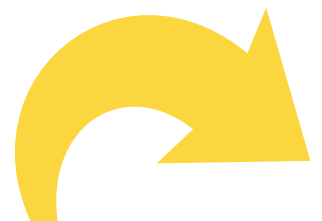
The key to building a good transcript is to realize that high school cannot be planned one year at a time like the younger grades can. High school has

to be planned with the full slate in mind. In order to accomplish that, it's a good idea to strongly consider what your student's future plans may be and plan accordingly.

Your student may not know exactly what their post-graduation plans are, but usually there is a general idea even in the early high school years. There are many options, including college, trade school, internship, apprenticeship, military, potential employer, or other relevant organizations. If your student has an inclination regarding which of these directions is preferred, you can structure high school classes along a specific track to help prepare for the desired post-graduation plans.

Keep in mind, though, that your student doesn't have to feel tied to a specific track. There are some basic credits that are necessary for pretty much every high school student, and those can be focused on for the first couple of years.

Then, as interests and a sense of direction develop, you and your



student can begin working together to create a transcript and/or portfolio that will appeal to a college of choice, an apprenticeship program, a prospective employer, etc.

CURRICULUM PLANNING

When considering the basic credits that all students must have to graduate, the best place to start is with your state's graduation requirements. It might be that there are no definitive requirements for qualifying as a homeschool graduate, as is the case in many states. Instead, you might need to check with your state's board of education and ask for a list of graduation requirements for public school students. These requirements often have multiple tiers, ranging from a very basic "just get graduated!" level to a college bound level, helping you structure a plan based on post-graduation goals.

Keep in mind that plans will flex and change, and the final transcript will rarely look exactly like the original plan. But, if you plan well from the beginning, it will be easy to make sure that nothing falls through the cracks, even as adjustments are made.

BUILDING OUT THE ELECTIVES

Once you have the core determined, you can begin to fill out electives. Again, state requirements can help with this structure, because there are certain categories that most students need to fill in to meet graduation requirements. For instance, your student may need fine arts, interpersonal communications, foreign language, health, and physical education credits, among others. There tends to be a lot of leeway here, so look for specific courses that are interesting to your student while also meeting the requirements.

Next, consider interests that lie beyond the requirements. There is a great deal of flexibility in creating electives based on interests; just be sure your choice reflects high school level work. A high school credit represents a certain amount of measurable time investment as well

as a tangible expression of progress and learning. As you consider interests, consider those two factors. How much daily time investment can be made? What activities can be evaluated and graded to determine that learning has occurred?

THE ODDITIES

There are a few additional oddities that need to be considered. First of all, some states allow high school level classes taken in seventh or eighth grade to be considered on a transcript. Make sure you keep notes on those classes so you will have them as you build a final transcript.

Second, it's helpful to note on a transcript if there are classes taught by someone other than a parent, such as via an online course or in a co-op format. This can be done easily by using an asterisk or other symbol, then making a note at the end of the transcript.

Third, some homeschoolers choose to complete a portion of their courses through a public school or as dual credit through a local college. This will generate a separate transcript from that institution. There is no need to note these courses on your transcript; just make sure the two transcripts are submitted together.

Finally, there are families who pull their children out of the school system during high school. Remember that "from the beginning" does not have to mean the beginning of high school. Instead, it is the beginning of homeschooling. If this is where you are, request a transcript from the school your student has been attending. Compile a list of what needs to be completed for graduation, compare the school transcript to that list, then proceed from there to finish out a plan for the remaining high school years.

TRANSCRIPT STRUCTURE

There are two primary methods for recording courses on a transcript. The traditional method is to record courses by year. For instance, all freshman level courses would be listed together, followed by sophomore level courses, and so on.

Although there are national standards, each state may require specific credits in order to meet graduation requirements. Within this e-book we've included general high school credit recommendations.



In this type of structure, any credits earned outside the traditional four-year high school framework could either be given a separate box or be joined to one of the four years (for instance, an Algebra 1 course taken in 8th grade could be listed on the freshman year list) with an asterisk and a footnote explaining that the course was taken in a different year.

The second method is to list credits by subject. For instance, all English courses would be listed together, along with the standard level of the course (freshman, sophomore, etc.). Anything beyond the four core subjects (English, history, science, and math) would be listed as additional courses or electives.

In either method, it is important to make it clear what the course title was, the grade level of the course, and what credit it fulfilled. For instance, a personal finance course may fill a 12th grade general math requirement or be counted as an elective in a different grade.

RECORDING GRADES

Homeschoolers often feel that they have to justify the grades that their students earn. And sometimes that is necessary, especially if a school or employer wants to know what sort of work was done to earn each grade. That information, however, can be better presented through a portfolio than on a transcript. A portfolio provides a sample of a student's high school work and can be organized in a small binder or presentation folder.

The transcript, however, should remain very basic and be a simple presentation of grades. Use letter, not number, grades on the transcript. You will also need to note number of credits (one credit for each full-year course and half a credit for each half-year course) and the Grade Point Average (GPA) for each course and each year.

GPA is calculated by assigning a numerical value to the letter grade. The standard GPA calculation is to assign a 4 to an A, a 3 to a B, and so on. Some calculations offer ranges, with an A being a 4, but an A- being a 3.7. Some scales figure in an A+ and give a numerical value over 4, but it is important to note that most colleges will convert grading scales down to a 4-point scale.

Figuring GPA can seem a little confusing at first, but an online search will reveal a variety of grading scales that include how numerical grades (like a 94%, for instance) can be converted to a letter grade and what GPA should be assigned to that grade. Simply choose the scale you'd like to use and make your calculations based on that scale. Make sure that you include your chosen grading scale on the back page of the transcript.

OTHER RECORDS

One misconception is that a transcript is only about recording courses and grades. While that is the primary function of a transcript, there are also other details that need to be included. These little tidbits can take you off guard if you're not prepared, leaving you scrambling to figure out what to include. But, if you keep good information throughout the high school years, you can easily gather this information.

Attendance Record: Even if your state doesn't require this, some scholarship or school applications like to see it, if only to see how many days of school you completed each year. This is where it can be helpful to keep track of information in a high school planner such as the 4 Year Plan from Well Planned Gal. That makes it easy to record how many days you completed school and whether or not there were any "absences." Technically speaking, you would record absences if you scheduled 180 days, for instance, but your student had to double up or cut assignments because of illness or other issues.

Achievements and Skills: This section is usually very concise, but still important for summarizing what skills your student has built that cannot be recorded in grade format. Is your student an Eagle Scout? Did he or she participate in any regular volunteer or apprenticeship experiences? Were there any club memberships, awards, or training experiences? These are all relevant to this section. This is also where you can input information about a major scholarship, such as National Merit.

Test Scores: The test score section of a transcript is typically reserved for ACT and SAT scores (typically the highest score is recorded), but it can also be customized to include AP or CLEP test scores, if applicable.

THE MOST IMPORTANT THING

The key to remember is that a transcript isn't just a form you fill out as your student's senior year is drawing to a close. Instead, it is a running record. It's a process. It's a factor to keep in the back of your mind throughout high school. If you approach it this way, that form will be easy to fill out when the time comes!

Creating a transcript can seem overwhelming. To help, we have included guidelines for grading scales and calculating a gpa for your student.

STANDARD CREDIT REQUIREMENTS



STANDARD GRADING SYSTEM

SUBJECT GENERAL COLLEGE / TRADE

ENGLISH 4 credits 4 credits

Grammar, literature, and composition courses are the most standard for this category. Sometimes ESL or communication classes such as speech can count as English, but it is best to double-check your state's requirements and admission requirements for potential colleges before relying on those courses.

MATH 3 credits 3-4 credits

Algebra 1 and 2 and geometry are the most universal courses used to fill math credit requirements. Many students choose not to pursue higher math credits such as calculus and trigonometry. Pay attention to your state's requirements for these credits. Some states insist that at least one math credit be earned in the final two years of high school. But also be creative! In some states, an accounting or personal finance course can be taken in place of a higher math, once you have the basic three completed.

SOCIAL STUDIES 2-3 credits 3+ credits

Second to electives, this category offers the greatest room for flexibility and creativity. History, government, civics, geography, and even economics and finance can fulfill this requirement. Check the requirements from your state and colleges of interest. Then, have fun with these credits!

SCIENCE 2-3 credits 3 credits

Typically, states and colleges require that you select a life science such as biology as one of your credits. The remaining two can be chosen from physical science, chemistry, and physics categories.

HEALTH & WELLNESS 1 credit 1-2 credits

This category will vary widely from state to state, both in requirements and what is accepted to fulfill those requirements. Keep in mind that a full year of PE only provides half a credit, and frequently a separate wellness course is required as well.

ELECTIVES AND OTHER REQUIREMENTS 5-10 credits 5-10 credits

The categories listed above are pretty standard from state to state and across many colleges. But, be aware of other categories as well. Does your state require a foreign language? What about fine arts, speech, or economics? Pay attention to these requirements before selecting electives. Also, while you can be creative with your elective choices, make sure your choices reflect a high school level investment.

NUMERICAL GRADE	LETTER GRADE	GPA SCALE
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 and below	F	0.0

Some individuals choose to use a +/- grading system. When using this system it is advised against awarding any points over 4.0 for an A+, as most schools will have you convert the grade back to a 4.0 scale.

EXTENDED GRADING SYSTEM

NUMERICAL GRADE	LETTER GRADE	GPA SCALE
97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
59 and below	F	0.0

GPU differs from GPA in that it converts a grade point to a calculable number based on credit earned. For instance, a 4.0 in a half-credit course results in a GPU of 2. Adding each GPU, then dividing by the number of courses for that semester will provide an annual GPA.

4 YEAR PLAN

FRESHMAN YEAR

[illegible]

EXTRA CURRICULAR PLANS	
SEMESTER 1	SEMESTER 2

SOPHOMORE YEAR

[illegible]

EXTRA CURRICULAR PLANS	
SEMESTER 1	SEMESTER 2

JUNIOR YEAR

[illegible]

EXTRA CURRICULAR PLANS	
SEMESTER 1	SEMESTER 2

SENIOR YEAR

[illegible]

EXTRA CURRICULAR PLANS	
SEMESTER 1	SEMESTER 2

Year

FRESHMAN

As you dive into the high school years, you will begin taking much more responsibility for your academic and developmental progress. Fortunately, that is not as intimidating as it may seem. In fact, it can be quite the enjoyable experience. Let's take a look at your primary goals for this year.

CONTEMPLATE THE FUTURE

You may not know yet what you plan to do after high school graduation, and that is okay. But, you do need to start thinking in that direction. Your post-graduation hopes, dreams, and plans will have an impact on what courses and extracurricular activities you pursue in high school. Is college a possibility? Is there a specific career that piques your interest? Are there any activities or goals you want to achieve or complete before your high school years are over? Take a little time to outline what you expect from the future, then discuss these goals with your parents.

CREATING AN ACADEMIC PLAN

Although there are some fixed courses that must be taken in high school, there is also a lot of flexibility in planning those courses and filling out the rest of your credits. With a little planning, you can ensure that you select courses each year that complement one another while also helping you progress toward your graduation goal. Here are some suggestions for creating a good four-year academic plan.

Even if you aren't sure yet about college, explore some schools that have programs of interest to you. What courses do you need to meet their admissions requirements? Use those requirements, combined with your state's graduation requirements, to create a list of courses that will challenge you and keep your post-graduation options open.

Do you think you will be interested in taking AP courses or dual-enrollment classes? If so, make a list of possible courses and consider how they fit into the big picture.

Look at the interests you listed earlier. What core courses and electives might help you develop those interests?

Once you have a list of courses, put together a preliminary four-year academic plan. This will probably change a bit each year, but you will do so much better if you have a plan that changes than if you have no plan at all.

BUILDING A PORTFOLIO

So many of your extracurricular activities are second-nature to you. But, those activities are also relevant to your high school portfolio! This year, develop a habit of recording your extracurricular activities so they will be ready when it comes time to assemble your portfolio.

Here are some things to include:

- **A reading list of thought-provoking titles and classic literature you have read or want to read**
- **Volunteer and internship experiences**
- **Job experience, whether short or long-term**
- **Any sport, fine arts, or other club experience gained**
- **Testing goals, such as when you want to take the ACT and whether or not you want to pursue the PSAT/NMSQT**

With some intentionality, you can get the high school years off to a very solid start!

SEMESTER 1

- Discuss your college plans and goals with your parents.
- Search for colleges online and see what their course and test requirements are.
- Map out your plans for the next four years on a calendar.
- Take challenging courses.
- Stay involved in extracurricular activities, clubs, sports, and volunteer programs.
- Start becoming familiar with the standardized exams.
- Go to college fairs in your area.

SEMESTER 2

- Learn about the cost of attending the colleges you are considering.
- Determine what SAT subject exams are required by the universities you are considering, as well as what AP and CLEP tests you are interested in.
- Look for job, internship, or volunteer positions for the summer.
- Start a summer reading list, including lots of classical literature.
- Participate in a summer job, internship, or volunteer activity.
- Visit some of the colleges you are considering.

SOPHOMORE Year

You have the first year of high school behind you! In a way, your sophomore year is an easy one because there is not a lot that absolutely has to be done this year. But, there are some things you can tackle proactively to help your junior and senior years, as well as testing and college preparation, run more smoothly.

TAKE A SECOND LOOK

First, go back and review the goals and future plans you outlined at the beginning of your freshman year. Are there any tweaks that need to be made? Anything to add? Were there courses, volunteer experiences, conversations, or other interactions that changed or narrowed your direction? Talk these things out with your parents and trusted mentors, then make sure your academic plan for the next three years still matches your goals. Meanwhile, make it a point this year to find people in careers that match some of your interests and try to build relationships with them. This will help as you continue to evaluate your goals.

CHECK YOUR PROGRESS

Last year, you recorded a reading list, volunteer or work experience, participation in clubs and programs, etc. Look back over what you recorded and make sure everything makes sense. While it is still relatively fresh in your mind, fill in any details that may have been left out when you first recorded the information. Also, consider your summer activities. Are there any experiences or accomplishments from the summer that need to be added? Did a family vacation allow for any unique opportunities?

Finally, take a moment to journal a few thoughts about how you have grown mentally, emotionally, spiritually, and physically over the last year.

PLAN AHEAD

There are a few more things you can do during your sophomore year to lighten the load for your junior and senior years. Here are some things to consider.

Contemplate colleges more seriously and create a list of schools you might be interested in. If there are college or job fairs in your area, consider participating to gather information. Remember, this does not lock you into attending college! It just keeps that possibility open.

Take a look at college alternatives, including trade schools, apprenticeships, or the military.

Add five minutes of ACT prep to your daily schedule, then plan to take the ACT in the spring. This gives you a head start on testing and can expose you to some schools and programs you were not previously aware of. After you take the ACT, switch to PSAT prep to strengthen your chances of National Merit Scholarship qualification in the fall.

In April or May, contact your local school district to find out where and when you need to sign up for the PSAT/NMSQT. You will need to go to a local high school to take this test in October of your junior year for National Merit qualification.

Finally, keep reading great books, recording portfolio information, and pursuing activities and experiences that grow your interests!

SEMESTER 1

- Review your college plans and goals with your parents.
- Narrow down your list of colleges, and start researching the individual programs in more depth.
- Make adjustments to your college planning calendar.
- Continue to take challenging courses.
- Stay involved in extracurricular activities, clubs, sports, and volunteer programs.
- Incorporate studying for standardized exams into your daily school routine.
- Attend college fairs in your area.

SEMESTER 2

- Incorporate study for the PSAT/NMSQT into your daily school routine.
- Adjust your estimates of the financial costs of college based on your narrowing selection of universities.
- Search online for sources of financial aid.
- Determine what SAT subject exams are required by the universities you are considering, as well as what AP and CLEP tests you are interested in. Prepare for and take these exams shortly after completing the corresponding classes.
- March 1st is the deadline for homeschooled students to contact AP Services to obtain a contact list of schools where you can arrange to test.
- March 15th is the deadline for homeschooled students to contact AP Coordinators at individual schools to make arrangements to test.
- Look for job, internship, or volunteer positions for the summer.
- Find an individual who is established in the major(s) you are considering, and ask him or her out to lunch.
- AP exams are offered in May of each year.
- In May (or before) contact local schools to schedule the PSAT.
- Continue reading good books, including lots of classical literature.
- Participate in a summer job, internship, or volunteer activity.
- Visit some of the colleges you are considering.
- Practice regularly for the PSAT (which you will take in October).

JUNIOR Year

For many students, this is the most challenging year of high school. More strenuous courses, combined with testing and early college prep, tend to pile a lot on your plate throughout the year. Continued intentionality will ensure that you not only stay on top of every detail, but continue to thrive.

REVIEW AGAIN

Once again, the most important first step is to review those goals and make sure your course plan still matches them. As you did last year, review your portfolio information, add any new activities or experiences from the summer, and journal thoughts about your growth. Compare this year's notes to last year's to see just how far you have come. Finally, make a list of opportunities you would like to pursue this year. Make sure to keep some margin in your schedule so you don't overload yourself, but be proactive about pursuing opportunities.

THE NON-COLLEGE PATH

If you know for certain that you do not want to attend college, narrow down your list of apprenticeships, trade schools, military options, and careers that interest you. Explore job shadowing and volunteer options to help narrow down your interests and talk to people in those fields.

THE COLLEGE PATH

Remember that pursuing a college path does not lock you into choosing college; it simply ensures that you are well prepared for whatever path you choose. Re-evaluate your potential college list and narrow it down to no more than 15-20 schools. Actively get on their mailing lists and consider making a few visits or attending junior preview days.

Plan to take the PSAT/NMSQT in October and consider taking the ACT. This opens doors for schol-

arships that you don't want to miss!

If you haven't already, register for the PSAT/NMSQT.

Schedule 10 minutes of daily test prep to strengthen your weak areas and solidify your strengths. Focus on PSAT prep until that test is over, then switch to ACT prep.

In December, go to act.org and choose the test date and location that best fits your needs.

Finally, now is the time to start thinking about scholarships. There are so many creative scholarships that you can pursue, it just takes time to find them. Remember, a \$500 scholarship might not seem like a lot up against overwhelming tuition figures, but those small scholarships can add up quickly. So, don't put it off until your senior year. Start searching and applying now!

TAKE A BREATH

Ultimately, remind yourself to enjoy this year. The academics will be challenging. Graduation will feel so much closer than you're ready for it to be, but you still have time. You don't have to know what your plans are or where you're going next. Just keep an eye on the goals and interests you have written down, and let them guide you as you pursue and explore. If you do that, graduation will not be overwhelming next year but will come as a welcome friend.

SEMESTER 1

- Review your college plans and goals with your parents.
- Narrow down your list of colleges to about 15-20 schools, and start researching the individual programs in more depth.
- Make adjustments to your college planning calendar.
- Continue to take challenging courses, especially ones related to the major you are interested in.
- Stay involved in extracurricular activities, clubs, sports, and volunteer programs.
- Prepare for the PSAT.
- October: Take the PSAT.
- Continue incorporating studying for standardized exams into your daily school routine.
- December: Register for the February ACT. (Remember, you don't have to take each test every time it is offered. Find the dates that work best for you.)

SEMESTER 2

- Study for the ACT and SAT.
- February: Take the ACT and consider registering for the March SAT.
- Compile your resume.
- Start applying for scholarships.
- Begin working on essays for scholarship applications.
- Determine what SAT subject exams are required by the universities you are considering, as well as what AP and CLEP tests you are interested in. Prepare for and take these exams shortly after completing the corresponding classes.
- March: Register for the April ACT.
- March 1st is the deadline for homeschooled students to contact AP Services to obtain a contact list of schools where you can arrange to test.
- March 15th is the deadline for homeschooled students to contact AP Coordinators at individual schools to make arrangements to test.
- April: Take the ACT and register for the May/June SAT exam and subject tests.
- Look for job, internship, or volunteer positions for the summer.
- Talk with students from the colleges you are considering to get an idea of the strengths and weaknesses of the programs.
- May/June: Take the AP exams and the SAT exam and subject tests.
- Continue reading classical literature.
- If you are planning on pursuing college athletics, register with the NCAA Initial Eligibility Clearinghouse at the end of the academic year.
- Participate in a summer job, internship, or volunteer activity.
- Request applications and brochures from your top college selections.
- Begin writing the application essays.
- Continue preparing for the ACT and SAT (if you plan on taking them again).

SENIOR Year

Your final year of high school is here! As you head into the year, repeat this mantra: I do not have to have it all figured out. I do not have to have it all figured out.

Yes, there are some big decisions you have to make this year. You do need to decide pretty soon whether you are going to college, heading to the military, or planning to pursue other jobs or training opportunities. But remember that many options lay open to you, and even after graduation you will have plenty of time to explore those options.

COMMUNITY

Regardless of your post-graduation plans, you will probably need references and letters of recommendation at some point. Early in the year, talk to four or five people - a mentor, your pastor or Sunday school teacher, a co-op teacher, etc. - who would be willing to serve as references for you. Don't forget to send them thank you notes throughout the year!

More importantly, though, be open with the adults in your life who have helped encourage and guide you through the years. Don't hesitate to talk through questions, concerns, doubts, and convictions, keeping a solid community of encouragement and guidance built around you.

IF YOU'RE COLLEGE BOUND...

Now is the time to start the college application process! Contact the admissions offices of your top school choices, and rest assured that they will help you walk through every detail of the application process.

Here are a few other thoughts to consider.

Remember the portfolio entries you have been reviewing each year? Don't forget to pull those out to help guide you through personal portions of applications or portfolio building.

Keep seeking out scholarship opportunities. Every little bit helps!

As early as October 1, but definitely by January, you'll need to work on your FAFSA (Free Application for Federal Student Aid). Visit fafsa.gov for more information and to apply.

Even as you process through the applications, you'll be finishing up your testing. Early in the semester, you will find out whether or not you have pre-qualified for the National Merit Scholarship. If so, sometime in September or October you will need to register for the December SAT.

Any other testing will depend on previous scores and the preferences of the schools you are interested in. If you want one more chance to raise your ACT score or if you need the SAT instead, be sure to test by December at the latest.

ENJOY THIS YEAR

A lot of pressure tends to be put on high school seniors to engage in certain experiences or hold down a job to be prepared for life after high school. And those things are important. But, no matter what your post-graduation plans may be, remember to enjoy this year, your family, and the joy of being a high school student. The coming changes will be good, but they'll still be changes! By embracing where you are today, you will establish a solid mindset for launching into the changes of next year.

SEMESTER 1

- Review your college plans and goals with your parents.
- Narrow down your final list to 3-5 colleges you plan to apply to.
- Request letters of recommendation.
- Make the final adjustments to your college planning calendar.
- Continue to take challenging courses, especially ones related to the major you are interested in.
- Stay involved in extracurricular activities, clubs, sports, and volunteer programs.
- August/September: If you are going to retake the ACT and/or SAT in October, register for the tests now.
- Complete applications, transcripts, and essays.
- Make a regular habit of searching for private sources of financial aid.
- October: Take the ACT and/or SAT or register for the December ACT/SAT.
- October: Begin FAFSA application.
- November: Mail in completed applications if applying for Early Action or Early Decision.
- December: Mail in completed applications, letters of recommendation, transcripts, test scores, and supplementary material.
- December: Take the ACT and/or SAT.
- Save all pay stubs to complete the FAFSA.

SEMESTER 2

- January: Complete the FAFSA.
- Check with colleges about additional financial aid applications and forms.
- Compile your resume.
- Send thank you notes to the individuals who provided letters of recommendation.
- February: Review your Student Aid Report for any mistakes.
- March 1st is the deadline for homeschooled students to contact AP Services to obtain a contact list of schools where you can arrange to test.
- March 15th is the deadline for homeschooled students to contact AP Coordinators at individual schools to make arrangements to test.
- March/April: You should begin receiving status notifications from the schools.
- April/May: Make your decision. Notify other colleges in writing that you will be declining their offers.
- May: Complete and submit any necessary forms for housing, health insurance, financial aid, etc.
- Study for and take any CLEP tests you are interested in.
- May: Take the relevant AP exams.
- Have final transcripts sent to the college.
- Continue reading classical literature.
- Continue looking for and completing the applications for private financial aid.
- Double-check that everything is in order for the fall semester.
- Set up a projected first-year budget.
- Enjoy a relaxing summer with friends and family. Your hard work has paid off, and you are going to college!

SAMPLE TRANSCRIPT

BY SCHOOL YEAR

STUDENT INFORMATION

Student Name	Jones, Sarah R.
Date of Birth	07/09/2005
Student ID	325.98.7854
Sex	Female
Phone	555.123.4567

Address	456 Smith Street Springfield TN 55569
Email	myemail@me.com
Guardian	Wendy Jones
Guardian Phone	555.123.7893

SCHOOL INFORMATION

School Name	Jones Academy
Phone	555.123.8787
Address	456 Smith Street Springfield, TN 55569
Contact	Wendy Jones
Contact Email	contact@me.com

9TH GRADE		2019-2020	

2019-2020

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
English I	90	3.70	1.00
Algebra I	93	3.70	1.00
U.S. History	97	4.00	1.00
Biology	88	3.30	1.00
Health	92	3.70	.50
Art	98	4.00	.50
Physical Education	97	4.00	.50
GPA = POINTS / CREDITS		3.74	5.50

11TH GRADE		2021-2022	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

2021-2022

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
English III	94	4.00	1.00
Geometry	88	3.30	1.00
US Government	92	3.70	.50
Economics	97	4.00	.50
Physics	79	2.30	1.00
Spanish II	90	3.70	1.00
Violin	97	4.00	.50
GPA & CREDITS EARNED		3.49	5.50

10TH GRADE		2020-2021	

2020-2021

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
English II	92	3.70	1.00
Algebra II	91	3.70	1.00
World History	97	4.00	1.00
Chemistry	92	3.70	1.00
Spanish I	89	3.30	1.00
Band	98	4.00	.50
Art History	88	3.30	1.00
GPA & CREDITS EARNED		3.65	6.50

12TH GRADE		2022-2023	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

2022-2023

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
English IV	97	4.00	1.00
Advanced Mathematics	94	4.00	1.00
Anatomy	90	3.70	1.00
Western Civilization	95	4.00	.50
World Geography	89	3.30	.50
Music Theory	98	4.00	1.00
GPA & CREDITS EARNED		3.87	5.00

GRADING SCALE	
90-100	A
80-89	B
70-79	C
60-69	D
50-59	F
40-49	F
30-39	F
20-29	F
10-19	F
0-9	F

GRADE	PERCENTAGE	QUALITY POINT
A	94% - 100%	4.00
A-	90% - 93%	3.70
B+	88% - 89%	3.30
B	82% - 87%	3.00
B-	80% - 81%	2.70
C+	78% - 79%	2.30
C	72% - 77%	2.00
C-	70% - 71%	1.70
D+	68% - 69%	1.30
D	62% - 67%	1.00
D-	60% - 61%	.70
F	0 - 59%	0

TEST SCORES			
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ACT	ACT DATE	SAT	SAT DATE
32	12/08/22		

ATTENDANCE RECORD			
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9TH	10TH	11TH	12TH
180/0	180/0	180/0	180/0

STUDENT ACHIEVEMENT AND SKILLS

Member Eta Sigma Alpha National Home School Honor Society
Basic knowledge of HTML, Scratch & Python
Working knowledge of Wordpress & Canva
Skilled with Proclaim presentation software; working knowledge of ProPresenter presentation software

TRANSCRIPT NOTES

*Course taught and/or graded by instructor other than parent through computer-based class or group learning.

**Rank based on credits, GPA, and ACT, as calculated by Home Educators of Springfield for graduating class of 2023.

CUMULATIVE GPA	TOTAL CREDITS
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TOTAL CREDITS

3.68	22.50
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GRADUATION DATE	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
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41	42
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49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

MAY 12, 2024

MAY 12, 2024

CLASS RANK

3 / 70

3 / 70

Name _____

Signature _____

Date Signed _____

SAMPLE TRANSCRIPT

BY COURSES

STUDENT INFORMATION

Student Name	Jones, Sarah R.	Address	456 Smith Street Springfield TN 55569
Date of Birth	07/09/2005	Email	myemail@me.com
Student ID	325.98.7854	Guardian	Wendy Jones
Sex	Female	Guardian Phone	555.123.7893
Phone	555.123.4567		

SCHOOL INFORMATION

School Name	Jones Academy
Phone	555.123.8787
Address	456 Smith Street Springfield, TN 55569
Contact	Wendy Jones
Contact Email	contact@me.com

ENGLISH

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
English I	90	3.70	1.00
English II	92	3.70	1.00
English III	94	4.00	1.00
English IV	97	4.00	1.00
GPA = POINTS / CREDITS		3.85	4.00

SCIENCE

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
Biology	88	3.30	1.00
Chemistry	92	3.70	1.00
Physics	79	2.30	1.00
Anatomy	90	3.70	1.00
GPA & CREDITS EARNED		3.25	4.00

MATH

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
Algebra I	93	3.70	1.00
Algebra II	91	3.70	1.00
Geometry	88	3.30	1.00
Adv. Mathematics	94	4.00	1.00
GPA & CREDITS EARNED		3.68	4.00

SOCIAL STUDIES

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
U.S. History	97	4.00	1.00
World Hisotry	97	4.00	1.00
US Government	92	3.70	.50
Economics	97	4.00	.50
Western Civilization	95	4.00	.50
World Geography	89	3.30	.50
GPA & CREDITS EARNED		3.79	4.00

ELECTIVES

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
Spanish I	89	3.30	1.00
Spanish II	90	3.70	1.00
Art History	88	3.30	1.00
Health	92	3.70	.50
Art	98	4.00	.50
Music Theory	98	4.00	1.00
Band	98	4.00	.50
Violin	97	4.00	.50
Physical Education	97	4.00	.50
GPA & CREDITS EARNED		3.72	6.50

GRADING SCALE

GRADE	PERCENTAGE	QUALITY POINT
A	94% - 100%	4.00
A-	90% - 93%	3.70
B+	88% - 89%	3.30
B	82% - 87%	3.00
B-	80% - 81%	2.70
C+	78% - 79%	2.30
C	72% - 77%	2.00
C-	70% - 71%	1.70
D+	68% - 69%	1.30
D	62% - 67%	1.00
D-	60% - 61%	.70
F	0 - 59%	0

TEST SCORES

ACT	ACT DATE	SAT	SAT DATE
32	12/08/22		

ATTENDANCE RECORD

9TH	10TH	11TH	12TH
180/0	180/0	180/0	180/0

STUDENT ACHIEVEMENT AND SKILLS

Member Eta Sigma Alpha National Home School Honor Society
Basic knowledge of HTML, Scrath & Python
Working knowledge of Wordpress & Canva
Skilled with Proclaim presentation software; working knowledge of ProPresenter presentation software

TRANSCRIPT NOTES

* Course taught and/or graded by instructor other than parent through computer-based class or group learning.

** Rank based on credits, GPA, and ACT, as calculated by Home Educators of Springfield for graduating class of 2023.

CUMULATIVE GPA

TOTAL CREDITS

3.68	22.50
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GRADUATION DATE

CLASS RANK

MAY 12, 2024	3 / 70
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Name

Signature

Date Signed

SAMPLE TRANSCRIPT

BY SCHOOL YEAR

STUDENT INFORMATION

Student Name	
Date of Birth	
Student ID	
Sex	
Phone	

Address	
Email	
Guardian	
Guardian Phone	

SCHOOL INFORMATION

School Name	
Phone	
Address	
Contact	
Contact Email	

9TH GRADE		2019-2020	

2019-2020

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA = POINTS / CREDITS			

10TH GRADE		2020-2021	

2020-2021

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED			

GRADING SCALE		

[illegible]

TEST SCORES			
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ACT	ACT DATE	SAT	SAT DATE

11TH GRADE		2021-2022	

2021-2022

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED			

12TH GRADE		2022-2023	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

2022-2023

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED			

ATTENDANCE RECORD			
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9TH	10TH	11TH	12TH

STUDENT ACHIEVEMENT AND SKILLS

TRANSCRIPT NOTES

CUMULATIVE GPA	TOTAL CREDITS
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TOTAL CREDITS

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GRADUATION DATE	
1	2

CLASS RANK

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26

Name

Signature

Date Signed _____

SAMPLE TRANSCRIPT

BY COURSES

STUDENT INFORMATION

Address	
Email	
Guardian	
Guardian Phone	

SCHOOL INFORMATION

School Name	
Phone	
Address	
Contact	
Contact Email	

ENGLISH

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA = POINTS / CREDITS			

SCIENCE

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED		3.25	4.00

MATH

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED			

SOCIAL STUDIES

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED			

ELECTIVES

COURSE TITLE	FINAL GRADE	QUALITY POINTS	CREDITS EARNED
GPA & CREDITS EARNED			

GRADING SCALE

[illegible]

TEST SCORES			
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ACT	ACT DATE	SAT	SAT DATE

ATTENDANCE RECORD

9TH	10TH	11TH	12TH

STUDENT ACHIEVEMENT AND SKILLS

TRANSCRIPT NOTES

[illegible]

CUMULATIVE GPA	TOTAL CREDITS
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TOTAL CREDITS

GRADUATION DATE

CLASS RANK

Name

Signature

Date Signed