HOMESCHOOL TRANSCRIPT GUIDE

ADMISSION REQUIREMENTS

- 2.5 high school G.P.A.
- 19 ACT or 1000 SAT Total
  (1350 Total for tests taken prior to March 1, 2016)

ACADEMIC PREPARATION

We recommend following the suggested college preparatory program:

- English: 8 semesters
- Mathematics: 6 semesters
- Science: 4 semesters
- Social Science/History: 6 semesters
- Foreign Language: 4 semesters
- Academic Electives: 8 semesters (ex. government, psychology and speech)

OFFICIAL HOMESCHOOL TRANSCRIPTS INCLUDE:

- Cumulative GPA
- Graduation Date
- Parent Signatures
**STUDENT INFORMATION**

Full Name ____________________________
Address _______________________________
Phone Number __________________________
Email address __________________________
Date of Birth __ __ __
Parent/Guardian ________________________

**SCHOOL INFORMATION**

Name ________________________________
Address _______________________________
Phone Number __________________________
Email address __________________________

**ACADEMIC RECORD**

<table>
<thead>
<tr>
<th>SCHOOL YEAR: __________</th>
<th>GRADE LEVEL: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>COURSE TITLE</td>
<td>CREDIT</td>
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<td>_______________</td>
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**ACADEMIC SUMMARY**

Cumulative GPA: __________
Credits earned: __________
Diploma earned: __________
Graduation date: __________

**ATTACHMENTS**

- Grading scale
- List of other schools attended
- Other:

I do hereby self-certify and affirm that this is the official transcript and record of __________ in the academic studies of __________

(academic years)

Parent Signature: ____________________________
Parent Signature: ____________________________
Date: __________
1. **Assign Credit to Each Course.**
   
   1 credit = Year-long course
   
   $\frac{1}{2}$ (0.5) credit = Semester-long course

2. **Total Up All Credits Taken.**

3. **Total Up All Grade Points.**

   While some grading scales differ, this scale is the most common:

<table>
<thead>
<tr>
<th>LETTER</th>
<th>PERCENT</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>A</td>
<td>100-96</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>95-92</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>91-89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>88-86</td>
<td>3</td>
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<td>B-</td>
<td>85-83</td>
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<td>2</td>
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<td>C-</td>
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<tr>
<td>E</td>
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</tr>
</tbody>
</table>

4. **Take the Sum of the Grade Points and Divide Them by the Sum of the Course Credits Taken in a Given Semester, Year or by Cumulative Work.**

   Example: Sally Student took 18.5 credits total throughout her freshman, sophomore and junior years of high school. After receiving her final grades for her junior year, the sum total of all grade points achieved is 71.5. Sally’s parents take the 71.5 grade point total and divide it by the total amount of credits taken (18.5). This would give Sally Student a cumulative High School GPA of 3.86 (Rounded-up to only include two decimal places).
FAQs

FAQ #1: How do I include courses taken through collegiate dual enrollment when calculating a final GPA?
Please consult the transcript from the institution to verify their grade point system and amount of credits taken per course before calculating a GPA. (Only for courses that are used in an effort to fulfill high school graduation requirements.)

FAQ #2: May I just add up each year’s GPA and then divide by four to get a cumulative GPA?
No. The result will not be accurate.

FAQ #3: How do I calculate a grade point for a class in which the grade is pass/fail?
Any class that does not receive a percentage grade cannot be considered in the final cumulative or semester GPA.

FAQ #4: Can a homeschooled student partake in an Honors course?
Yes, but we caution the use of Honors designation in homeschool situations. Teachers must be able to present evidence that extra reading was required, that there was a greater amount of work required and that there was an expectation for a better quality of work. Be prepared to extensively document how the curriculum and expectations for the student far exceed the norm.

FAQ #5: May I assign extra grade points (weighted grading scale) for an AP or Honors course?
Yes. For a simple way to do this, add 1 whole grade point to each grade received. This places the class on a 5.0 scale.
Example: An A- received in an AP course would not receive 3.7 grade points. A whole point would be added to the scale and the student would instead receive a 4.7 in this case.