



# HOMESCHOOL TRANSCRIPT GUIDE

## ADMISSION REQUIREMENTS

+ 2.5 high school GPA

## ACADEMIC PREPARATION

We recommend following the suggested college preparatory program:

<b>English</b>	<b>8 semesters</b>
<b>Mathematics</b>	<b>6 semesters</b>
<b>Science</b>	<b>4 semesters</b>
<b>Social Science/History</b>	<b>6 semesters</b>
<b>Foreign Language</b>	<b>4 semesters</b>
<b>Academic Electives</b>	<b>8 semesters (e.g., government, psychology and speech)</b>

## OFFICIAL HOMESCHOOL TRANSCRIPTS INCLUDE:

- + Cumulative GPA.
- + Graduation date.
- + Parent signatures.



# OFFICIAL HIGH SCHOOL TRANSCRIPT

## School Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Student Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian \_\_\_\_\_

## ACADEMIC RECORD

SCHOOL YEAR: _____		GRADE LEVEL: _____	
Course Title	Credit Earned	Final Grade	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
TOTAL CREDITS: _____		GPA: _____ CUMULATIVE GPA: _____	

SCHOOL YEAR: _____		GRADE LEVEL: _____	
Course Title	Credit Earned	Final Grade	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
TOTAL CREDITS: _____		GPA: _____ CUMULATIVE GPA: _____	

SCHOOL YEAR: _____		GRADE LEVEL: _____	
Course Title	Credit Earned	Final Grade	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
TOTAL CREDITS: _____		GPA: _____ CUMULATIVE GPA: _____	

SCHOOL YEAR: _____		GRADE LEVEL: _____	
Course Title	Credit Earned	Final Grade	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
TOTAL CREDITS: _____		GPA: _____ CUMULATIVE GPA: _____	

### 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: \_\_\_\_\_

# HOW TO CALCULATE A HOMESCHOOL GPA

Instructions provided by Cornerstone University

## 1. ASSIGN CREDIT TO EACH COURSE.

1 credit = Year-long course

½ (0.5) credit = Semester-long course

## 2. TOTAL ALL CREDITS TAKEN.

## 3. TOTAL ALL GRADE POINTS.

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

LETTER	PERCENT	POINTS
A	100-96	4
A-	95-92	3.7
B+	91-89	3.3
B	88-86	3
B-	85-83	2.7
C+	82-80	2.3
C	79-77	2
C-	76-74	1.7
D+	73-71	1.3
D	70-68	1
D-	67-65	0.7
E	64	0

## 4. DIVIDE THE SUM OF THE GRADE POINTS BY THE SUM OF THE COURSE CREDITS TAKEN IN A GIVEN SEMESTER, YEAR OR BY CUMULATIVE WORK.

**Example:** Sally 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 was 71.5. Sally's parents took the 71.5 grade point total and divided it by the total amount of credits taken (18.5). This gave Sally a cumulative high school GPA of 3.86 (rounded up to only include two decimal places).

# FAQS

## ***#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 credits per course before calculating a GPA. (This applies only for courses that are used in an effort to fulfill high school graduation requirements.)

## ***#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.

## ***#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.

## ***#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 exceeded the norm.

## ***#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 one 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.

