TRANSCRIPT PREPARATION FOR GRADUATES

A transcript is a summary of coursework completed, final grades, and credits earned towards the high school diploma.

This document is to help the parents of graduating students prepare an official transcript. Your transcript displays a consolidation of data for all four years of high school. The transcript serves as a resume, providing needful and helpful information to all requesting it in the near future (ie. colleges and possibly entry level jobs). Make certain that your transcript is no more than one page! Do not exceed 36 cumulative credits.

TOP MARGIN OF THE TRANSCRIPT DISPLAY:
- The name and address of your home school (this can be your co-op, academy, or name that you chose to personally represent your home school)
- The phrase: OFFICIAL HIGH SCHOOL TRANSCRIPT
- Student's legal name—first and last
- Student's date of birth
- Period of enrollment (year only, of the four years—9th, 10th, 11th, and 12th)

THE GRADE CHART OF THE TRANSCRIPT
- Grade Level (9th, 10th, 11th, or 12th)
- Subject: subjects are titled: Math, Science, English, Social Studies, Bible, P.E., Electives, Foreign Language, etc. Be sure to list subjects in the same order under each grade level.
- Course Title: A brief description of the subject. For example, beside the title math you might list: Algebra 1 or Intermediate Algebra or Geometry. Beside the title science you might list: Biology, Earth Science, Physical Science, or Chemistry
- Grade: We recommend a letter grade (A, B, C, or D) be given versus a numerical grade (95, 87, 78, etc.). Please be realistic with your grading. If you tip the scales on grading and your student enrolls in college, you may possibly set them up to fail if they are not the student you expressed them to be.
- Credit: As a general rule, coursework completed earns one (1.0) or one-half (0.5) credits. As a general rule, a full credit is assigned to subjects involving full time commitment and mastery (a course completed with passing grade). A half-credit is generally assigned to courses broken down into two separate areas of study (usually covered in one semester).
- GPA: A GPA on a 4 point scale is mostly required by colleges and should be added to the transcript in addition to the credit. The GPA is calculated as follows: **A=4.0, B=3.O, C=2.0, D=1.O**. Your cumulative GPA is calculated as follows: **(1)** Add up the total number of credits earned for each A. **(2)** Multiply that total by 4.0 (ie. 10 A-credits would calculate 10x4=40). Write that total down. **(3)** Follow the same pattern for the number of credits earned for B's, C's, and D's (ie. 12 B-credits would calculate 12x3=36, 5 C-credits would calculate 5x2=10, 3 D-credits would calculate 3x1=3). **(4)** Take ALL your totals received by multiply your credits by your GPA and add them up. **(5)** Last, take that final total and divide it by the total number of credits (ie. 40+36+15+3=94) **(6)** If you had a total number of thirty-one credits as expressed in this example, you would divide 94 by 31 and get 3.0. Your cumulative GPA would be 3.0.

THE BOTTOM MARGIN OF THE TRANSCRIPT DISPLAY:
- Grade scale
- ACT Composite score
- ACT Date
- Cumulative Credits
- Cumulative GPA

- Graduation Date
- If you have an honors diploma, you need to list that
- Signature of Administrator
- Date that Administrator signed

Please check the RHA website (www.tros.church/RHA) for an example transcript. This example will help you complete your high school transcript.

TRADITIONAL ACADEMIC DIPLOMA REQUIREMENTS

ENGLISH (4 credits)

MATH (4 credits)
- Algebra I
- Geometry
- Algebra II
- Additional Advance

SCIENCE (4 credits)
- Biology
- Physical Science
- Chemistry
- Additional science

SOCIAL STUDIES (4 credits)
- Social Studies
- World History
- US History
- Government
- Economics

FOREIGN LANGUAGE (2 credits)
- Spanish
- French
- German
- Sign Language (ASL)

ELECTIVES (5.5 credits)
- PE
- HEALTH
- FINE ARTS
- COMPUTER APPLICATION
- BIBLE

OTHER (2.5 credits)