

Making a Homeschool High School Transcript

1. Name Your Homeschool.

If you have never named your homeschool, be sure to do so by the time you begin making your student's high school transcript. This adds a sense of "legitimacy" to the transcript in the eyes of the college officials. Our homeschool is named 4-Him Academy. Some other possibilities are Lighthouse Academy, Light on a Hill Academy, The King's Academy, etc.

2. Be Sure to Have Established a Grade Point Average (GPA) System.

When I went to high school MANY years ago, the highest GPA a student could receive was 4.0. Now, many town/cities have changed that. I have seen GPA systems that go as high as 5.3. There could be some that go higher. It doesn't really matter what system you use, as long as your system is stated clearly on your student's transcript. Personally, I use the following 4.0 system:

Grading Scale

A+ = 96% (3.84); 97% (3.88); 98% (3.92); 99% (3.96); 100% (4.00)

A = 93% (3.72); 94% (3.76); 95% (3.80)

A - = 90% (3.60); 91% (3.64); 92% (3.68)

B+ = 86% (3.44); 87% (3.48); 88% (3.52); 89% (3.56)

B = 83% (3.32); 84% (3.36); 85% (3.40)

B - = 80% (3.20); 81% (3.24); 82% (3.28)

C+ = 76% (3.04); 77% (3.08); 78% (3.12); 79% (3.16)

C = 73% (2.92); 74% (2.96); 75% (3.00)

C - = 70% (2.80); 71% (2.84); 72% (2.88)

Minimum Passing Grade = C – Any grade less than that, the student has to repeat the course.

P/F = Pass/Fail Course (included in credit total, but not GPA total). Keep these courses to a minimum (if you use them at all).

3. Know Your State's High School Graduation and Credit Hour Requirements

You will need to know the high school graduation and credit hour requirements for your state in order to successfully graduate your student in their eyes. For the State of Connecticut, I brought up the State of Connecticut governmental website at <http://www.ct.gov>. I then did a search on the site for "high school graduation requirements." That search yielded a copy of the State of Connecticut General Assembly January Session, 2005 Substitute Bill No. 6950, which states both the high school graduation and credit hour requirements for the State of Connecticut. If your state's governmental website doesn't yield a similar search result, you can always contact your state's Department of Education to find out your state's requirements. For the State of Connecticut, "...a credit shall consist of not less than the equivalent of a forty-minute class period for each school day of a school year..." Since there are 180 school days in a year, this means the Connecticut student must have completed a minimum of 7,200 minutes (or 120 hours) of class period time in a particular course to have earned one credit; a half (1/2) credit would be earned after a minimum of 60 hours of class period time; while a quarter (1/4) credit would be earned after a minimum of 30 hours of class period time. The State of Connecticut minimum high school graduation requirements for students graduating from 2004 to 2010, inclusive, are as follows:

<i>Subject</i>	<i>Minimum Credit Requirements</i>	<i>Minimum Class Hours</i>
English	1	120
	1	120
	1	120
	<u>1</u>	<u>120</u>
	4 <i>Total</i>	480 <i>Total</i>
Mathematics	1	120
	1	120
	<u>1</u>	<u>120</u>
	3 <i>Total</i>	360 <i>Total</i>
Social Studies	1	120
	1	120
	$\frac{1}{2}$	<u>60</u>
	2- $\frac{1}{2}$ <i>Total</i>	300 <i>Total</i>
Civics and American Government	$\frac{1}{2}$	<u>60</u>
	$\frac{1}{2}$ <i>Total</i>	60 <i>Total</i>
Science	1	120
	<u>1</u>	<u>120</u>
	2 <i>Total</i>	240 <i>Total</i>
Arts or Vocational Education	<u>1</u>	<u>120</u>
	1 <i>Total</i>	120 <i>Total</i>
Physical Education	<u>1</u>	<u>120</u>
	1 <i>Total</i>	120 <i>Total</i>
Electives	1	120
	1	120
	1	120
	1	120
	1	120
	<u>1</u>	<u>120</u>
	6 <i>Total</i>	720 <i>Total</i>
TOTALS	20	2400

4. Assigning Course Credits to Subjects

I believe the most efficient way to assign course credits to the student's work is to calculate how many class hours per week the student worked on a specific subject and multiply that number of hours times 36 (since there are 36 weeks of school in a 180-day school year).

Example:

Using the State of Connecticut's credit hour requirements as an example, consider a homeschool high school student who spent 5 hours a day 5 days a week (i.e. 8:00 a.m. – 2:00 p.m., with a 1-hour lunch break) in class time. That makes a total of **25** hours per week. Of those **25** hours per week, **10** hours per week (or 2 hours per day 5 days per week) were spent on the *Language Arts/English* (for a total of 360 hours for the school year); **4** hours per week (or 1 hour per day 4 days per week) were spent on *Mathematics* (for a total of 144 hours for the school year); **5** hours per week (or 1 hour per day 5 days per week for each day of half the year) were spent on *Science* (for a total of 90 hours for the school year); **5** hours per week (or 1 hour per day 5 days per week for each day of half the year) were spent on *Social Studies* (for a total of 90 hours for the school year); **2** hours per week were spent on *Art/Music* (for a total of 72 hours for the school year); **2** hours per week were spent on *Physical Education* (for a total of 72 hours for the school year); **2** hours per week (or 30 minutes per day 4 days per week) were spent on *Foreign Language* (for a total of 72 hours for the school year).

To summarize the total year's class hours for each subject using the above example:

Language Arts/English = 360 hours

Math = 144 hours

Science = 90 hours

Social Studies = 90 hours

Art/Music = 72 hours

Physical Education = 72 hours

Foreign Language = 72 hours

To calculate the credits earned by subject using the above example:

Language Arts/English = 360 hours / 120 hours per credit = 3 credits

Math = 144 hours / 120 hours = 1 credit

Science = 90 hours / 120 hours per credit = $\frac{3}{4}$ credit

Social Studies = 90 hours / 120 hours per credit = $\frac{3}{4}$ credit

Art/Music = 72 hours / 120 hours per credit = $\frac{1}{2}$ credit

Physical Education = 72 hours / 120 hours per credit = $\frac{1}{2}$ credit

Foreign Language = 72 hours / 120 hours per credit = $\frac{1}{2}$ credit

TOTAL CREDITS = 7 credits

Note that Language Arts/English can be further broken down by designating 1 of the 3 credits to English (i.e. writing, grammar, spelling, vocabulary, etc.); 1 of the 3 credits to Bible Study; and 1 of the 3 credits to Literary Studies. You can use such course titles as English I, English II, English III, English IV; Biblical Studies of the Old Testament I, Biblical Studies of the Old Testament II; Literary Studies I, Literary Studies II; etc.

5. Add to the Student's Transcript Each Year.

See the sample transcript on the following page using the above example (with "pretend" course names being used for the purpose of demonstrating how to name courses).

6. Keep a More Detailed Academic Transcript Each Year for Those Institutions of Higher Learning that May Require More Documentation of Courses Completed.

Some colleges or universities may require more documentation from homeschooled students than just a one-page transcript. Although this wasn't our experience with our oldest son, I am including information on how to keep such a detailed record in case you will need one. (We did keep such a detailed record for our son, but we never needed to submit it to the college/university.) You can even go into more detail than I did by adding textbook/resource titles and/or field trip summaries that were course-related. See the sample detailed transcript on the page following the one-page transcript. *This sample is not directly related to the other samples in this document.*

NAME OF SCHOOL Official High School Transcript

Student Information

Name: XXXXXX **Gender:** XXXX **DOB:** XXXXXX **SSN:** XXXXXXXXXXXX

School Information

Name:
Name of School

Contact Information

Address Line 1
Address Line 2
Town/State/Zip
Phone: XXX-XXX-XXXX

Parents

XXXX
XXXX
School Entry Date
XXXXXXX

Graduation Date
XXXXXXX

Contact Information

Address Line 1
Address Line 2
Town/State/Zip
Phone: XXX-XXX-XXXX

2004-2005				2005-2006			
	Lvl	Grd	Crd		Lvl	Grd	Crd
ENG English I	9	A	1.00				
ENG Biblical Studies of the Old Testament	9	B+	1.00				
ENG Literary Studies I	9	B	1.00				
MAT Algebra I	9	B-	1.00				
SCI Biology	9	B+	0.75				
SOC World History: Ancient Romans	9	A-	0.75				
ART Ancient Art Studies	9	A-	0.25				
MUS Contemporary Praise	9	A	0.25				
GYM Baseball, Basketball	9	A	0.50				
FOR Spanish I	9	C+	0.50				
Overall GPA XXXX				Overall GPA			
Attendance 180/180				Attendance			
Total Credits Earned 9th Grade 7.00				Total Credits Earned 10th Grade			
Total Cumulative Credits 7.00				Total Cumulative Credits			

2006-2007				2007-2008			
	Lvl	Grd	Crd		Lvl	Grd	Crd
Overall GPA				Overall GPA			
Attendance				Attendance			
Total Credits Earned 11th Grade				Total Credits Earned 12th Grade			
Total Cumulative Credits				Total Cumulative Credits			

Grading Scale

A+ = 96% (3.84) A = 93% (3.72) A- = 90% (3.60) B+ = 86% (3.44) B = 83% (3.32)
 B- = 80% (3.20) C+ = 76% (3.04) C = 73% (2.92) C- = 70% (2.80) P/F = Pass/Fail Course
 70% = Min. Pass Grade

This signature certifies that the information in this transcript is complete and accurate.
 Signed Name: _____ Title: Homeschool Teacher/Administrator
 Printed Name: _____ Date: XXXX

Detailed Academic Transcript for *Student's Name*
Ninth Grade ~ 2000/2001

Course	Description	Credits	Grade	G.P.A./4.0
English Literature: Application of Literary & Writing Skills Level I	Application of literary and writing skills in unit studies of Space and Aviation; Human Anatomy and Skeletal System; U.S. Government; World Explorers; Weather and Natural Disasters; Westward Movement; Ancient Rome; Immigration; Botany. SAT vocabulary-building exercises.	1 ENG	X	X.XX
English Literature: Reading Level I	<i>Reading List: Unit study resources on Space & Aviation; Human Anatomy & Skeletal System; U.S. Government; World Explorers; Weather & Natural Disasters; Westward Movement; Ancient Rome; Immigration; Botany; and independent reading resources including Homer's Odyssey (unabridged); Princess Bride as re-written by William Goldman; Mark Twain's Adventures of Huckleberry Finn (unabridged); Genesis through Leviticus & Deuteronomy of The Holy Bible.</i>	1 ENG	X	X.XX
Studies of Ancient & Modern World History and Geography	Study of Ancient Rome; World Explorers; Space and Aviation from an Historical Perspective.	½ SOC	X	X.XX
Studies of U.S. History, Geography and Government	<i>Study of Westward Movement; Immigration; 2000 Election Processes; Influence of Ancient Rome on Modern U.S. Government; Branches of U.S. Government; Introduction to Key Documents of U.S. Government (Declaration of Independence, U.S. Constitution, Bill of Rights, Emancipation Proclamation); Citizenship; Local/State/National Government in America</i>	½ SOC	X	X.XX
Earth and Physical Sciences	Space and Aviation from a Scientific Perspective; Human Anatomy and Skeletal System; Weather and Natural Disasters; Botany	1 SCI	X	X.XX
Mathematics	Basic Math; Consumer Math	1 MAT	X	X.XX
Music and Drama	Piano; Drama	1½ MUS	X	X.XX
Fine Arts	Art Appreciation and Techniques	¼ ART	X	X.XX
Physical Education	Town Basketball and Baseball Leagues	½ GYM	X	X.XX
		Total	Credits	7 ¼
		Avg.	G.P.A.	X.XX
		Attendance		180/180

Work Experience

Babysitting
Yard work

Other Experience

New England Air Museum Youth Space Program
Co-host to Japanese Exchange Student (summer '01)

Volunteer Experience

Health Care Facility Volunteer; Vacation Bible School Drama Performer