

**HOMESCHOOL TRANSCRIPT PREPARATION**

The following information should be included on a transcript.

1. Student information
    - a. Official name
    - b. Date of birth
    - c. Contact information
  2. Homeschool information
    - a. School name
    - b. Supervisor/lead teacher's name
    - c. Contact information
  3. Course information
    - a. Label each academic year such as Grade 9 (2013-14) and list each:
      - i. Course name
      - ii. Grade earned
      - iii. Course length (semester or full year)
      - iv. Textbook and publishing company information (a textbook *must* be listed with each CORE subject area)
  4. Grading scale
  5. Homeschool administrator signature and date
- 

**Credit Hours**

Credit hours earned at non-accredited schools are limited to a maximum of 50 per academic year. The 50 credit hours are divided into 10 credit hours for each of the following: English, mathematics, social studies, natural science and an elective. A student may transfer a maximum of 200 credit hours over four years.

**Course Credit Guide**

90 hours of studying=5 credit hours (semester length course)

180 hours of studying=10 credit hours (full year course)

Include an indicator as to whether the course equates to a semester or full year of credit hours.

**Electives**

Electives include course completions from:

- Fine arts
- Vocational education
- Careers
- PE/health
- Technology
- World language

Electives are evaluated as “electives” and not by the name of the specific course.

**EXAMPLE HOMESCHOOL TRANSCRIPT**

(Student Information)

(Homeschool Information)

GRADE 9 (YEAR-YEAR)

COURSE TITLE	GRADE	CREDIT	TEXTBOOK(S) USED / PUB. DATE
Example: Mathematics	A	10	Algebra 1, Saxon Publishing 2012
English			
Social Studies			
Science			
Elective			

GRADE 10 (YEAR-YEAR)

COURSE TITLE	GRADE	CREDIT	TEXTBOOK(S) USED / PUB. DATE
Mathematics			
English			
Social Studies			
Science			
Elective			

GRADE 11 (YEAR-YEAR)

COURSE TITLE	GRADE	CREDIT	TEXTBOOK(S) USED / PUB. DATE
Mathematics			
English			
Social Studies			
Science			
Elective			

GRADE 12 (YEAR-YEAR)

COURSE TITLE	GRADE	CREDIT	TEXTBOOK(S) USED / PUB. DATE
Mathematics			
English			
Social Studies			
Science			
Elective			

Grading Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69

Homeschool Administrator: \_\_\_\_\_

Signature Date