

Home School 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. Home school 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. Home school administrator signature and date
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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 Home School Transcript

(Student Information)

(Home School 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

Home School Administrator: _____

Signature

Date