



**Instructions:** Write in the subjects your student is taking for each school year. **For example;** if English is taken in the ninth grade, write in English I, then add TP if Tech prep, CP if college prep, H if Honors\*\*, DC if Dual Credit, or AP if Advanced Placement. (See below for DC and AP instructions.) This is very important, as each one receives a different weighing in the GPA. We DO NOT give credit for the same class if taken more than once and they first grade was over 76. If it is a second or third year class, it needs to be designated as PE II or English III, etc.

Grammar, Compositions, Literature, Vocabulary and Spelling are all inclusive in high school **English for one credit.**

**Sciences** – If you completed all the labs in your books you can add “**with lab**” to the transcript. Lab is not usually an additional credit (whole or half).

Please write the type of course being taken (example Algebra I – not Math, Physical Science – not science)

Everyone in SC is required to use the Uniform Grading Scale. Therefore, please use grading on a scale of 100. For instance, if there are 20 problems in the assignment and two are incorrect, the grade would be 90. For the grades, be sure to give the final grade in a **number, not a letter, grade\***. **We do not round up.** Please do not use decimal grades.

The scale is as follows:

B=88;	100-93	A	*Unless the home school provides numerical averages, the following conversion system will apply: A=96; C=80; D=73; F=65	
	92-85	B		
	84-77	C		
Alpha	76-70	D		Omega is Tech Prep.
	69-0	F		

\*\*An **Honors** course must have a published syllabus that verifies rigor that is sufficiently beyond the college prep or tech prep requirements. Textbooks and/or other course materials must be differentiated and more rigorous than those used in college prep or tech prep courses. Honors courses may be offered in English, Math, Science and Social Studies. Additionally honors courses may be designate in other content areas for courses where students are earning their 3<sup>rd</sup> or 4<sup>th</sup> Carnegie unit in the content area, provided the standards listed above are met. Some Honors Courses are – Apologia Sciences, A Beka Literature (only for 11<sup>th</sup> and 12<sup>th</sup> grade) and Sciences (ask the publisher if theirs is CP or Honors) Parents can also determine criteria if it meets UGS requirements for honors courses. Transcripts will reflect honors designation for any honors course taken.

**Dual Credit and AP** classes must include test scores or report cards for credit. Dual Credit courses count 1 high school credit. All DC classes and grades **MUST** be recorded on this form. If they are not here, we do not know to look elsewhere for the information. They will **NOT** be transcribed.

More information about the Uniform Grading Scale Policy can be obtained at [www.sde.state.sc.us/archive/educator/unigrad2.htm](http://www.sde.state.sc.us/archive/educator/unigrad2.htm)

**This form must be properly filled out in order for us to create an official transcript for military, colleges, scholarships, or other schools.**

**Important!!** Even if your child is to receive a report card from the **ABeka Academy, Alpha Omega, or Christian Liberty (Class)** you must fill out this form. We need **final grades and units** not provided by these services.

**Be sure all information is correct.** You cannot go back and change things from year to year, i.e. – grades, subjects, etc. We will not change a student’s transcript once it has been submitted to an institution or after 30 days. Whichever comes first.

Middle School Credit Subject	Final Grade	Units Earned	Year credit was earned ie., 8 <sup>th</sup> 06-07	TP, CP, H, AP, DC	Office Use Only

The uniform grading scale and system for figuring GPA, and class rank will apply to all courses carrying Carnegie units, including units earned at the middle/junior high school. High school credit can be earned **ONLY** if the textbook / courses are on a high school level or above, and are in the core subject areas or foreign language.

Our school code for SAT, PSAT, and ACT is 411361. Please use this code when registering for any of these tests.

Please turn in all recordkeeping forms by August 1.

Revised 07/26/10

## Documenting Physical Education, Art, Music and Home Economics.

It is possible to get books for these subjects, however, most homeschooling families prefer to take a more economical way and make-up their own curriculum. For each of these subjects, the student needs to complete 135 hours of work/study time.

P.E. – basically consists of physical activity, and being health conscious. “Health” curricula can take the place of 60 of the work/study hours (also ½ credit). Then the other 60 hours could be; walking, swimming, tennis, basketball, working-out, baseball, and other sports activities.

Home Ec. – usually consists of duties of a homemaker. Cleaning, cooking, budgeting, balancing checkbooks, planning meals, shopping and preparing those meals while staying within a budget, sewing, childcare, etc.

Music / Art / Drama – Most families would combine these together for 1 Fine Arts unit. Playing an instrument, drama (at a local theater), and studying different forms of art can all be included.

Work Credits can be earned when working on a job. Documentation is also necessary and a letter from a job supervisor is usually helpful when it tells how well a worker they are.

### **Documenting these courses**

#### **Document daily!!**

Use our table or make your own in Microsoft Excel. Excel will total the hours and average the grade for you so you know when you have all the time necessary for the unit to be completed.

Grading for these subjects is generally done on attitude and effort. Teaching the student cooperation, time-management, etc. will better prepare them for the work place. We tell our students, they are our employees. It is their job to go to school. If they do a good job, they get pay raises, promotions, etc. Doing jobs poorly leads to... nothing. It is their choice.

**We do need a *daily* documentation of these subjects, not a just a total number of hours per course.**

