Grace Home School High School Record

Please read all instructions carefully before beginning this form. Failure to fill this form out correctly may cause delay in obtaining transcripts for college or military acceptance or failure to obtain diplomas and scholarships.
Only courses and grades that can be verified will be transcripted. Grades and documentation for 12th grade is not accepted after September 1 of the graduation year. Grades and documentation for 9th-11th grade are not accepted after March 31st of the following year. (For example: Grades for the 16-17 school year are not accepted after March 30, 2018.)
This form is due by May 20th for grades 10-12. Grade 9 may turn in by August 1.

No transcript will be issued without this high-school form.

Instructions: The following table is an example of the proper way to complete the form.

Column 1	Column 2	Column 3	Column 4
TP CP AP H DC	Grade Nine School Year 20 16-2017	Final Numerical Grade	Units Earned
CP	Algebra I	87	1.0
H	Biology	91	1.0
	Physical Education	100	0.5

Column 1: This is where you designate the rigor of the course.
TP: Tech Prep CP: College Prep AP: Advanced Placement H: Honors DC: Dual Credit
*Note: Tech Prep and College Prep carry the same weight in the student's GPA.

Column 2: This is where you fill in the title of the course.
*Note: Please do not write a generic title such as Math, Social Studies, etc. Be specific, i.e. Algebra, Physical Science.
*Note: You must fill in the grade year and school year in the top row (as highlighted above).

Column 3: This is where you fill in the final numerical grade for the year.
*Note: We **do not** round. Do not put decimal grades. If you do, we base GPA off the numbers before the decimal. If you enter a letter grade, we will use the following numerical grades: A = 95, B = 85, C = 75, D = 65.
*Note: Everyone in SC is required to use the Uniform Grading Scale. The scale is as follows:

100 – 90 = A	89 – 80 = B	79 – 70 = C	69 – 60 = D	59 – 0 = F

Column 4: This is where you place the credit earned for the course.
*Note: If you are unsure of the amount of credit, please ask the publisher. We **do not** transcript quarter-credits.

Repeat Courses:
We **do not** give credit for the same course if it is taken more than once and the first grade was higher than a 76. If it is a second or third year course of the same field of study, it must be designated as such: PE II, English III, etc.

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

Science: Labs are not an additional credit. If all the labs in the curriculum are completed, add "with lab" in column 2.

Honors You must have a published syllabus that verifies rigor sufficiently beyond the college prep level. Textbooks and/or other course materials must also be differentiated. Honors courses may be offered in English, Math, Science and Social Studies. Honors courses may be designated in other areas of study when students are earning their 3rd or 4th unit in the content area, provided the standards listed above are met.
Some Honors Courses are: **Apologia**: high school sciences (including all labs); **A Beka**: Literature (11th and 12th grade **only**), Physics, Spanish 2, Algebra 2, Plane Geometry, and Pre-calculus. Parents can also determine criteria if it meets UGS requirements for honors courses.

Dual Credit: Dual credit courses require transcripts or grade reports from the college/technical school your student attended. Dual credit classes **must be** listed on the high school form in order to receive high-school credit.

AP: Advanced Placement courses must include test scores for AP credit. AP credit can only be given once AP scores are received. This is usually in July. GPA will be changed when we receive the AP score but class ranking cannot change until the end of the following school year

Correspondence Schools:
If your student receives a report card from the A Beka Academy, Alpha Omega, or Christian Liberty, their report card **is not sufficient**. We must still receive this form.

CLEP tests do not qualify for high school credit.

PLEASE make sure all information is correct before submitting this form. 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). To make changes once your paperwork is submitted is unethical and questionable.

If no senior grades are received by September 1 of graduation year, we will be unable to process a transcript.

Name of Home School: _____

Student Name: _____

Date of Birth: _____/_____/_____ Special Needs? Y N

Gradudation Yr: 20 ___
MemberSID #: _____
Last 4 digits of your member number

Parents'/Legal Guardian's Name: _____ Phone: _____

Address: _____ City, State, ZIP _____

Failure to fill this form out correctly may cause delay in obtaining transcripts for college or military acceptance or failure to obtain scholarships and diplomas.

TP CP AP H DC	Grade _____ School year 20___ - 20____	Final Numerical Grade	Units Earned	Office Use Only
	Total Units			

Documenting Non-Textbook Courses

Some elective courses do not require or use textbooks. Textbooks are available, but most families opt to take a more economical approach and create their own curriculum.
To earn a full credit, you must document a **minimum** of 135 hours. To earn a half-credit, you must document a **minimum** of 70 hours. Our documentation form is found on page 4 of this document.

PE: Consists of physical activity and being health-conscious. Health curricula can take the place of 75 of the work/study hours leaving the remaining 60 hours to be completed in physical activity.
Home Ec: Consists of the duties of the home: cleaning, cooking, budgeting, balancing checkbooks, planning meals, shopping & preparing meals on a budget, sewing, childcare, etc.
Fine Arts: Consists of lessons, practice, and performances. These can be combined for 1 Fine Arts Unit.

Work Credits: Consists of work hours; a letter from their supervisor is helpful.

DOCUMENT DAILY!! (Student should carry this responsibility

If your student earned high-school credit in middle school, enter those credits in the chart above. High-school credit can ONLY be earned if the course is in a core area or a foreign language, and the textbook is on a high-school level. Do not submit these courses until you turn in 9th grade paperwork, unless you are getting a transcript at the end of middle school and have enrolled in the GSA high school program.

SAT Scores Reading _____ Math _____ Writing _____ TOTAL _____ ACT Composite Score _____

By signing this form, I certify all information is correct, the student completed each course as described, and the values expressed are true. I understand that once submitted, no changes or alterations are allowed. Adding subjects and changing grades after paperwork has been turned in is not allowed or ethical.

_____ _____
Signature of Home School Instructor Date Submitted

REVISED 8/29/2016

Course of Study

Student Name: _____ Grade: _____ School Year: _____

Start Date: _____ End Date: _____

List each course the student is taking in column one. List the name of any book(s) the student will use to complete that particular course as well as any supplemental curricula in column two.

Course	Name of Book, Publisher, and Date Published

Subject: Student: School Year:
Description: SID:

	MO/YR	MO/YR	MO/YR	MO/YR	MO/YR	MO/YR	MO/YR	MO/YR	MO/YR	MO/YR
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TOTAL HOURS _____ DO NOT COMBINE SUBJECTS ON ONE PAGE – USE DIFFERENT PAGE FOR EACH SUBJECT.