Transcript

Student Information

Full Name:

Home Address:

City, State, Zip:

Phone Number:

Student DOB:

Parent/Guardian Name:

School/Institution Information

School Name:

Address:

City, State, Zip:

Phone Number:

Fax Number:

Email:

Student Academic Record

School Year:	Grade Level:			School Year:	Grade Level:		
Course Name & Description		**Credits Earned**	**Final Grade**	**Course Name & Description**		**Credits Earned**	**Final Grade**
Total Credits:	GPA:	Cumulative GPA:		Total Credits:	GPA:	Cumulative GPA:	
School Year:	Grade Level:			School Year:	Grade Level:		
Course Name & Description		**Credits Earned**	**Final Grade**	**Course Name & Description**		**Credits Earned**	**Final Grade**
Total Credits:	GPA:	Cumulative GPA:		Total Credits:	GPA:	Cumulative GPA:	

Dual Enrollment - Honors/ College Classes

Date Started:	Date Ended:	Credits/Grade:	Location/Notes:

Standardized Testing Information

Test:	Date Taken:	Score:	Location/Notes:

Activities, Awards, Achievements, Hobbies, Volunteer Work, etc.

Date Started:	Date Ended:	Notes:

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Activities, Awards, Achievements, Hobbies, Volunteer Work, etc. (continued)

Date Started:	Date Ended:	Notes:

Attendance

Grade:	9	10	11	12
Present:				
Absent:				

Academic Summary

Cumulative GPA:	Diploma Earned:
Credits Earned:	Graduation Date:

Grading Scale*

							Pass/Fail Courses 70% Min. Passing Grade
A+ 97-100 (4.00)	**A** 94-96 (4.00)	**A-** 90-3\93 (3.70)	**B+** 87-89 (3.33)	**B** 83-86 (3.00)	**B-** 80-82 (3.00)		
C+ 77-79 (2.30)	**C** 73-76 (2.00)	**C-** 70-72 (1.70)	**D+** 67-69 (1.30)	**D** 65-66 (1.00)	**D-** below 65 (0.70)		

This certifies that the information herein is complete and accurate.

Signature: _____   Title: _____

Printed Name: _____   Date: _____

Grade Point Average - Parent Tips for Calculation

A GPA, or grade point average, converts letter grades (A, B, C, D, or F) into numbers or point values and averaging them to see where grades stand as a whole. For example, an A equals 4 points, B equals 3 points, C equals 2 points, D equals 1 point, and F (failing) receives 0 points. Use the grading scale below for specific weights.

Grade	Non Weighted	Weighted			
		College Prep		Honors (Level 4)	Advanced & AP (Levels 5 & 6)
		Level 2	Level 3		
A+	4.33	4.33	4.67	5.00	5.33
A	4.00	4.00	4.33	4.67	5.00
A-	3.67	3.67	4.00	4.33	4.67
B+	3.33	3.00	3.33	3.67	4.00
B	3.00	3.00	3.33	3.67	4.00
B-	2.67	2.67	3.00	3.33	3.67
C+	2.33	2.33	2.67	3.00	3.33
C	2.00	2.00	2.33	2.67	3.00
D+	1.33	1.33	1.67	2.00	2.33
D	1.00	1.00	1.33	1.67	2.00
D-	0.67	0.67	1.00	1.33	1.67
F	0.00	0.00	0.00	0.00	0.00

Calculating Yearly GPA

1. Assign points for each completed course credit
2. Add up the number of course credits taken. Award either 1 or ½ credit for each course; give 1 credit for a 1 year course and give ½ (0.5) credit for a 1 semester course
3. Sum the grade points and divide them by the sum of the course credits taken in a given year, and then round to the nearest two (2) decimal places. This is the yearly GPA
4. Continue this formula until you convert each grade given for all courses taken in a given year, and then add the grade points together

Calculating Cumulative GPA

1. To calculate cumulative GPA., total the credit hours and grade points from all semesters accumulated over the 4 years
2. Divide the total grade points by the total credit hours (over the 4 years)
3. Round the average to the nearest two decimal places for your student's cumulative GPA

Calculating Advanced Placement (AP) or Honors Courses

When taking AP (advanced placement) or honors courses, grade points are generally weighted. For example, a half point (.50) is added for honors courses, and a whole point (1.0) is added for AP courses (A then equals 4.50 for an Honors class, or 5.00 for an Advanced Placement class). As schools may differ when assigning point value, contact your college for their grading system.)

Earning Dual Credit

Did you know 15 hours of college credit validates a high school diploma? Many parents enroll their students into dual credit at local community colleges, take college level courses online, or take AP tests in order to gain these additional credits.

Tip: Double check the GPA calculation for any errors before using it on college or job applications.

Grading scale is based on standardized information provided by the National Center for Education Statistics. This is just a suggestion to help parents with calculating GPA. As the designated instructor, you can choose the scale that works for your teaching environment.

Editing High School Transcript

The high school transcript template can either be printed out (as is) via pdf, or, can be filled out using the interactive forms tool in Adobe Reader. To fill out in Adobe Reader, complete the following steps:

1. Choose your favorite high school diploma template from the options available, and open it in an updated version of [Adobe Reader](#).
2. Click on "Highlight Existing Fields" after opening the document in Reader. All fillable text fields should now be highlighted.
3. Click on the "Sign" tool to open the Sign frame on the sidebar.
4. Click inside any highlighted text field to begin typing. You may use the spacebar to move your cursor where you would like to start typing. You may use the default text, OR, click on the "Add Text" menu in the Sign frame to customize your text.
5. Clicking on the "Tab" key automatically moves your cursor to the next highlighted text field.
6. Use the "Add Signature" tool in the Sign frame to add your customized signature to either or both of the Parent's signature fields at the bottom.
7. Once you have completed adding all signatures, click on the "Done Signing" button in the Sign frame. (Make sure that all your text on the document is correct and there are no typos before clicking, because this step will merge the text to the document and make it ready for printing)
8. You may now use the Adobe Reader printing tool to print out the high school diploma document on the printer of your choice. We recommend printing on specialized document paper, easily purchased at any office supply store. This paper will retain the color and clarity of the ink over long periods of time, which works well for documents that will be saved or framed as keepsakes.