



THE NO STRESS GUIDE TO HIGH SCHOOL TRANSCRIPTS

The No Stress Guide to Transcripts!

A Free Ebook from Let'sHomeschoolHighschool.com

While the path homeschoolers follow through high school may be very similar or radically different than their public school counterparts, all applicants are in much the same boat when it comes to college admissions. The big challenge, of course, is how to impress an admissions officer enough to receive an acceptance letter from the student's school of choice. But a homeschooler without a GPA, class ranking, or high school transcript poses a unique challenge to any admissions office.

Many colleges and universities these days are notably more flexible than in the past about evaluating homeschooled applicants. Some accept portfolios of student work in lieu of the usual requirements, but a list of high school coursework, in one form or another, is usually necessary. That is where a transcript comes into play, a written record of the grades received or aptitude achieved in each course or area of study.

How do they help?

High school transcripts prove useful for more than college admission. They're used for enlisting in the military, applying for jobs and internships, and even earning the "good student" discount for a family's auto insurance rates. It's also useful to have a transcript for the many scholarship applications that require one.

The most common need for a transcript is college admission. But admissions policies vary widely, so when a homeschooler narrows down their list of potential colleges, it's smart to do your research and find out exactly what they're looking for. At one end of the spectrum, Harvard doesn't require transcripts at all, and at the other end, some colleges want high school transcripts to be aligned to state standards set by their Department of Education. Most schools will fall somewhere in between, and it's up to the applicant to find out where.

For example, Wesleyan College in Connecticut has admitted homeschoolers with simply a portfolio of the student's high school work, but they prefer a transcript, and the more detailed the better. Ohio State University does require an official transcript, and Southern Methodist University not only requires a transcript but also makes homeschoolers take several exams that are not mandated for other applicants. Each school has a different set of requirements, which are easily ascertained by contacting the admissions office.



Check out our directory of [homeschool-friendly colleges and universities](#)

How are they created?

Some schools will accept a spreadsheet format, easily compiled on a home computer. Others want courses listed by semester, or perhaps including course descriptions so they know exactly what material was covered. There are both fee-based services and [free downloadable templates](#) available online

designed to make the chore of writing a transcript easier, but keep in mind there is no “one size fits all” approach, and each college could require something different.

As homeschooling continues to gain popularity, homeschoolers will increasingly compete with traditional students for a limited number of college openings. Considered together with many other criteria, such as SAT or ACT scores and extracurricular activities, high school transcripts serve an important role that homeschoolers cannot ignore. College bound homeschoolers should keep detailed records beginning by 9th grade, and be ready to translate those records into whatever format needed to compete with the ever-changing college admissions process.

High school transcripts are just one of many areas in which many homeschoolers struggle. Yet, transcript creation doesn't have to be a headache. Here are a few of the most frequently asked questions about home school transcripts.

What should a basic homeschool transcript include?

Typically a basic transcript is just that BASIC. It includes:

- Name of student, homeschool name (if applicable) address, and phone numbers
- High School Course List by year – typically 9th, 10th, 11th, and 12th grade years
- Any college courses, dual enrollment, or honors courses
- Course grades. This should include semester grades and then final year end grades.
- The student's final [homeschool grade point average](#) (GPA). Often there are also yearly GPA's included as well.
- [Homeschool credits](#) given per course. These should be listed for each semester and then for the entire year.
- Grade scale that was used in the homeschool
- Any [standardized testing](#) that was given during the course of high school. (Achievement tests, IQ tests, SAT, ACT, and state proficiency tests)
- Final graduation date
- Parent signature with a date



Here is a link to a [downloadable transcript](#) for use in your homeschool!

What do colleges want to see in a College Preparatory transcript?

In addition to the basic transcript colleges may want to see a few more things. Some colleges can be very competitive in the selection process, and making your student's transcripts stand out can really make a difference. In a transcript going to a college include the basic information above as well as:

- Course descriptions – sometimes this can be simply a sentence but some colleges may want a short paragraph (*note that not all colleges require course descriptions – please check with the college in question*)
- A list of any extracurricular activities
- A list of any leadership skills, awards won, volunteer hours, or other accomplishments



Check out [course requirements by college-type](#)

What should a course description include?

If the college you are applying to requests it, you may want to include a description of the courses on your high school transcript. A course description should include the course name, and a brief description of what the course taught. Using your curriculum's scope and sequence will be very helpful in supplying this information. Any other notable occurrences or information about the course and how the student completed it should be noted here.

How should you create transcripts for a student who has a mixture of public, private, and homeschooling records?

Typically, the records from each school will be transferred separately. For instance, if your child first attended the public school and then transferred to a private school the public school records would have transferred as well. The new school will simply begin their record keeping on a new permanent record chart. As a homeschooler, you can keep these records separate or put them all together on a single transcript sheet. You may choose whether or not to notate where each course was taken in the course description. The single-transcript option is likely the most preferred as colleges prefer to have to review as little paperwork as possible.

How should courses be documented?

Typically, the yearly record with courses and grades is included in one document. While the course descriptions are included in their own separate document similar to an appendix. Here is an example of a yearly record.

Course	Grade (Semester/Final)	Credit
Ninth Grade	2011-2012	
English 9	89/90	1
Algebra I	93/91	1
Home ec	95	.5
Biology	92/94	1
World History	84/86	1
P.E.	93	.5
Spanish I	93/95	1
Art	97	.5
Music	93	.5

Total Credits for 9th grade **7**

Total GPA for 9th grade **3.8**

How can you document volunteer hours and other types of awards or service?

This is often that part of the transcript that a competitive application process requires. This area can really set your student apart from everyone else. It gives the college a chance to see them in action, and to see where their priorities lie. These items can be documented on a separate sheet as well by titling the page and then listing each under a heading that corresponds to each accomplishment OR as an addendum on the main transcript. (see our [downloadable transcript](#) for an example of a single-sheet transcript)



Download our free [community service log](#)

You can create a high school template by year, so all information recorded shows everything your student did each year. However, our free [high school transcript template](#) arranges information by subject. This is especially helpful for families whose students may not have completed academic subjects “in order” or whose students may have taken longer to complete subjects.

The High School Transcript: Step-By-Step!

- Step 1:** Start early! If you missed this step, start as soon as possible.
- Step 2:** Download a free [high school transcript template](#) to use.
- Step 3:** Enter in your students residential information, along with your homeschool’s name and address. If you’ve never named your homeschool, you can skip that part of Step 3.
- Step 4:** Under each subject, enter your student’s academic information. Do this based on your student’s final grade in each subject for each academic year (9th through 12th). Create course descriptions for each course your student completes. Include what was covered in the course. Your course scope and sequence will help with this.
- Step 5:** Enter the credit amount your student has earned for each subject (either .5 credit for semester-long courses or 1 for year-long courses).
- Step 6:** Enter all schools your student has attended for his or her high school years.
- Step 7:** Enter any academic achievements your student has received in the appropriate section.
- Step 8:** Enter any standardized test scores your student has received.

That’s it! That’s all there is to a high school transcript until your student completes 12th grade! **If your student has completed 12th grade**, proceed to Step 9.

- Step 9: At the end of 12th grade:**
 - Total the number of credits for each subject and enter the sum.
 - Total the student’s cumulative GPA. To do this, use the point values for grades at the bottom of the transcript. Just add your student’s final grades and calculate the average.
 - Total the student cumulative number of credits and enter this value in at the bottom of the transcript.
 - Sign and date the transcript

Preparing a high school transcript for your homeschooled student doesn’t have to be an overwhelming task. Starting early is ideal but even if you’re halfway through, you can do it in under 10 steps! Take your time and enter the information carefully. When you’re finished, be sure to keep it in a safe place because your student will need it for colleges and employers.

We’ve included a sample transcript to show you how you could create yours. Free printable transcript for is available at www.letshomeschoolhighschool.com.

(Legal name of your home school) - Official Transcript

Name: (Student's name)
Address1: (Student's street address)
 (Student's town/city & zip code)

(Legal name of home school)
 (Mailing street address of home school)
 (Mailing city & zip code of home school)
 (Area code & phone number of home school)
 (Email address of home school)
 (Name of legal principal), **Principal**
School Entrance Date: (started high school)
Projected Graduation Date: (month, year)

Parent/Guardian: (Parent's name(s))
Email: (Email address)
DOB: (Student's date of birth)
SSN: (Student's Soc. Sec. #)

English-Language Arts
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Elective
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Foreign Language
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Fine Arts
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Math
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Physical Education
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Science
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Social Studies

 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 (Course Name) **Grade** **Credits**
 Total units (credits) **Sum**

Total Units = (enter sum total)
Total GPA = (enter grade point average)

Grading Scale						Pass/Fail Courses 70% Min. Passing Grade
A+ 98 (4.00)	A 94 (4.00)	A- 90 (4.00)	B+ 87 (3.00)	B 84 (3.00)	B- 80 (3.00)	
C+ 77 (2.00)	C 74 (2.00)	C- 70 (2.00)	D+ 67 (1.00)	D 64 (1.00)	D- 60 (1.00)	

(Legal name of your home school) - Official Transcript

Name: (Student's name)

DOB: (Student's date of birth)

SSN: (Student's Soc. Sec. #)

Schools Attended

From:

To:

Name:

Address:

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

From:

To:

Notes:

Standardized Testing Information

Test:

Date:

Score:

Location/Notes:

This certifies that the information herein is complete and accurate.

Signature:

Title:

Printed Name:

Date:

(Legal name of home school)