

HIGH SCHOOL TRANSCRIPT

Student Information

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|--|--|--|--|
| Name (Last, First, M) | DOB | Sex | |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | |

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|--|--|--|--|
| Street Address | City | St | Zip |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

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| Phone | Email | Last 4 digits SSN |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

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| Parent/Guardian | Contact Information |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

School Information

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| School Name | Phone |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

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|--|--|--|--|
| Street Address | City | St | Zip |
| <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> | <input style="width: 95%;" type="text"/> |

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| Contact Person |
| <input style="width: 95%;" type="text"/> |

Academic Record

School Year:

| Course Title | Final | Quality Points | Credits Earned | |
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GPA=quality points/credit earned

School Year:

| Course Title | Final | Quality Points | Credits Earned | Grade Level |
|--------------|-------|----------------|----------------|-------------|
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GPA=quality points/credit earned

School Year:

| Course Title | Final | Quality points | Credits Earned | Grade Level |
|--------------|-------|----------------|----------------|-------------|
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GPA=quality points/credit earned

School Year:

| Course Title | Final Grade | Quality Points | Credits Earned | Grade Level |
|--------------|-------------|----------------|----------------|-------------|
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GPA=quality points/credit earned

Cumulative GPA

Total Credits

Attendance Record: 9th P/A 10th P/A 11th P/A 12th P/A

Graduation Date

Input fields for Cumulative GPA and Total Credits

Input fields for Attendance Record (9th-12th P/A)

Input field for Graduation Date

HIGH SCHOOL TRANSCRIPT

PAGE TWO

Student Achievements and Skills

UnWeighted Grading Scale

Large empty table for Student Achievements and Skills

| Grade | Percentage | Quality Point |
|-------|------------|---------------|
| A | 100%-90 | 4 |
| B | 89-80 | 3.0 |
| C | 79-70 | 2.0 |
| D | 69-60 | 1.0 |
| F | 59-00 | 0.0 |
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National Test Scores

ACT Score

Date

SAT Score

Date

Input fields for ACT Score, Date, SAT Score, and Date

Principal/Administrator Name (print)

Signature

Date Signed

Input fields for Principal/Administrator Name, Signature, and Date Signed

Teacher Name (print)

Signature

Date Signed

Input fields for Teacher Name, Signature, and Date Signed

Unweighted Cumulative GPA is the average of all final course grades received in high school level courses based on a 4.0 scale (see table above). Unweighted GPA is calculated by multiplying the final course grade with the credit awarded divided by the total credits. (see example #1) [GPA (unwdt) = Quality Points / Total Credits]

Example 1: Calculating unweighted (4.0 scale) cumulative GPA's:

| Grade | Points awarded |
|--------------|----------------|
| A (90%-100%) | 4 |
| B (80%-89%) | 3 |
| C (70%-79%) | 2 |
| D (60%-69%) | 1 |
| F (0%-59%) | 0 |

[Quality Points = Grade Points x Credits Earned]

Weighted Cumulative GPA uses a different scale based on the “weight” of certain courses. Some courses (i.e. honors courses, upper level world language, Advanced Placement and International Baccalaureate courses) are calculated on the weighted 5.0 scale in determining the weighted GPA (see table below). All other courses are calculated using the traditional unweighted 4.0 scale. (see example #2) [GPA (wtd) = Quality Points / Total Credits]

Example 2: Calculating weighted (5.0 scale) cumulative GPA's:

| Grade | Points awarded |
|--------------|----------------|
| A (90%-100%) | 5.00 |
| B (80%-89%) | 3.75 |
| C (70%-79%) | 2.50 |
| D (60%-69%) | 1.25 |
| F (0%-59%) | 0.00 |

[Quality Points = Grade Points x Credits Earned]

