

# Homeschool High School Transcript — General Instructions

Use this guide to complete the fillable transcript template. This guide does not display the template itself.

## A) Student Information

- **Name**: Enter the student's full legal name as it should appear on the transcript.
- **Date of Birth**: Type the date in Month Day, Year (e.g., January 1, 2007).
- **Sex**: Choose from the dropdown (blank by default, then MALE or FEMALE).
- **Credits Earned**: Enter total high-school credits earned to date; update after final grades are recorded.
- **Date of Graduation**: Enter the official graduation date for the transcript term.
- **GPA**: Enter cumulative GPA. If you recalculate later, make sure the value matches the listed coursework.

## B) School Information

- **Address**: Mailing address for the school/administrator issuing the transcript.
- **Phone Number**: A contact phone for verification if needed.
- **Email Address**: A contact email for verification if needed.

## C) Course Tables (Grades 9–12)

- For each grade, list courses and semester grades (1st SEM and 2nd SEM). If a course is only one term, leave the other semester blank.
- Taken at another school: Use the dropdown (blank by default) and select Yes if the course was completed at another institution; select No for homeschool courses.
- CREDITS column: Use the dropdown (blank by default) and choose the appropriate credit value (0.5 for one semester; 1 for a full year).
- Typical credit mapping: Full year = 1.0; Half year = 0.5; Quarter = 0.25 (if used).
- Grade scale: Use standard letter grades (A–F) or letter grades with +/- if that is your local standard.

## D) Other Institutions (Dual Enrollment or Transfers)

- If the student took courses elsewhere, select the radio option indicating this and list each institution on the numbered lines (one per line).
- If more than three institutions were attended, you may list multiple institutions on the same line.

## E) Certification & Signature

- The certification statement affirms the student has completed the equivalent of a standard secondary education that abides by state standards.
- Sign and date the transcript. Electronic signatures are acceptable (drawn or inserted image/signature object).