

# Grace Home School High School Record

**Please read all instructions carefully before beginning this form.** Failure to fill this form out correctly causes delays 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 on the transcript. Grades and documentation for 12th grade is not accepted after September 1 of the graduation year. Grades and documentation for grades 9-11 are not accepted after 6 months after due date.  
**This form is due by May 22th for grades 10-12. Grade 9 may turn in by August 1.** In 2019 and beyond, high school forms will be due May 15.  
**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 <b>Nine</b> School Year 20 <b>16-2017</b>	Final Numerical Grade	Units Earned
CP	Algebra I	87	1.0
H	Biology	91	1.0
	Physical Education	100	0.5

**All internet courses must be fully documented with all tests printed for availability.**

Please refer to the high school section of the handbook for details of subjects required and other information.

- 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:** \*Note: You must fill in the grade year and school year in the top row (as highlighted above).  
 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.
- 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. We only give credit if the parent gives credit.
- 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: \_\_\_\_\_

Graduation Yr: 20 \_\_\_\_

Student Name: \_\_\_\_\_

Member SID #: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Special Needs? Y N

Last 4 digits of your member number

Parents'/Legal Guardian's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Parent's Email: \_\_\_\_\_

**Failure to fill this form out correctly or submit daily documentation and course of study 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	<u>Documenting Non-Textbook Courses</u>
					<p>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.</p> <p>To earn a full credit, you must document a <b>minimum</b> of 135 hours. To earn a half-credit, you must document a <b>minimum</b> of 70 hours. Our documentation form is found on page 4 of this document.</p> <p><b>PE:</b> 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.</p> <p><b>Home Ec:</b> Consists of the duties of the home: cleaning, cooking, budgeting, balancing checkbooks, planning meals, shopping &amp; preparing meals on a budget, sewing, childcare, etc.</p> <p><b>Fine Arts:</b> Consists of lessons, practice, and performances. These can be combined for 1 Fine Arts Unit.</p> <p><b>Work Credits:</b> Consists of work hours; a letter from their supervisor stating the number of hours worked and the attitude and effort of the student is needed.</p> <p><b>DOCUMENT DAILY!!</b> (Student should carry this responsibility</p>
	<b>Total Units</b>				

If your student earned high-school credit in middle school, enter those credits in the chart above (use separate form for each school year and its own course of study). 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 6/5/2017



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Non-Textbook 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 Non-Textbook SUBJECT.