Rodney Miller	**Covenant College**
Dean of Records/Registrar	**14049 Scenic Highway**
Miller@covenant.edu	**Lookout Mountain, GA 30750**
706-419-1190	**www.covenant.edu/homeschool**

HOME-SCHOOL TRANSCRIPT GUIDE

This memo goes with the sample transcript that I am providing to any home-schooler who is interested. Please feel free to share a copy of this transcript and these instructions with any home-schooler, or referring them to Covenant's website for resources at http://www.covenant.edu/admissions/undergrad/home-schooled. The transcript is an RTF file format that should be able to be opened, modified and saved in most word processing software (e.g. Microsoft Word, WordPerfect, Google Docs). This is not a spreadsheet that will automatically calculate GPA and Unit totals. These calculations must be made separately as noted below, but a Microsoft Excel spreadsheet is also available on the Covenant home-school webpage to assist in calculations.

I have created this transcript after viewing many transcripts that Covenant College receives. While any type of system will suit your needs, this represents one of my favorite formats for a concise and clear reporting of curriculum. Please note that this is a tool and just as with any other tool, you may modify it to the way that best fits you and your home-school program. You will note the transcript is divided first by subject categories down the left margin and by class years and terms along the top of the grid. This gives a concise picture of the curriculum content by subject category. I have designed this in order to present all the information on the front of one 8 ½ x 11 sheet of paper with three specific areas I will discuss below. There may be other issues that could and/or should be included in an addendum to accompany the transcript (e.g. running bibliography of resources by year, listing of extra-curricular activities).

Personal Information – Top Box

I will start by describing the top section with personal information to identify the student and parents, and a physical location for residency purposes. I recommend including the full legal name exactly as shown on the student's social security card. This will be important when applying for any type of federal or state financial aid. For colleges to disburse federal aid, the student's social security number and full legal name must match with the social security administration records and the FAFSA. I believe in the privacy of the social security number, but the federal government has approved the use of the SSN as a requirement for federal and state student aid. This information is also helpful to allow colleges to identify the correct student to associate with a transcript (we had three William Robinson's one year). On the right side I have a location to name your institution if you so desire. Naming your institution may be helpful when trying to obtain teacher's manuals from certain publishers. Specifically stating the graduation date and graduation GPA in the top right section allows a college to note that this is a final high school transcript. The federal government allows the self-reported graduation information from the home-school parent as certification of eligibility for federal student aid, having completed a high school diploma program.

Curriculum and Grades – Middle Left Box/Grid

The middle grid section is where you will begin entering the content of the home-school curriculum and grades. When possible, it is wise to utilize common course titles that would likely be found in public or private schools. This allows colleges to easily discern the category into which these courses will fit. Note that each calendar year can be divided into two semesters such that a half-year course can be noted easily and separate grades can be assigned to each semester. If you desire simply to assign one letter grade for the year, you could either include the same letter grade for both terms or feel free to modify the form to suit your purposes.

Any high school level classes should be included on this one transcript. If a student is advanced in a subject area and begins high school courses in 7th or 8th grade, incorporate those classes on this transcript in the 9th grade column. I would list them as:

> Saxon Algebra I – 8th grade
> Saxon Algebra II – 9th grade

Include those classes in the 9th grade column with the grades and credits included in the 9th grade year GPA and credits (units) total. Below are instructions on how to calculate the GPA for each year as well as how to calculate a cumulative GPA.

Test Records – Right Side

These sections can be laid out a number of different ways. The first section will allow you to designate results of tests by date, section and scores on each test completed such as the PSAT (October of 11th grade for eligibility in the National Merit Scholars program), SAT, ACT and/or CLT (Classic Learning Test) typically 11th or early 12th grade. Official results should also be sent directly from the test provider to the institution. The SAT result forms will include all attempts of the SAT tests by date. The ACT result forms will only list the individual testing date and not show a cumulative list of all attempts of the ACT test. If a home-school diploma is not being completed before entering college, I recommend taking the SAT or ACT at least once, but talk with the college to determine if other examinations are needed. You may want to consider taking multiple tests as your scores may improve just by becoming familiar with the testing process and strategies. Testing strategies can make a difference on different tests. Incorrect answers have a negative impact on the scoring of the PSAT and SAT. Incorrect answers do not impact the ACT scoring, therefore, guessing may improve your chances for a higher score on the ACT. Students planning to pursue a teacher certification program, either BA or MAT, should understand that the SAT or ACT may fulfill certain program requirements that the CLT currently would not in 2018.

Key to Grading Scale

The next section allows you to identify the grading scale used for your transcript. While there are a number of different methods that have been used over the years (e.g. letter grade, numerical and percentile), I would recommend that you consider using a straight 4.0 letter grade scale (see GPA below). Institutions will most likely convert other grading structures to their system for

comparison purposes, however, you will raise fewer questions by utilizing a system that is commonly used in the secondary education systems and more easily converted to the higher education systems. Admission officers are looking for a well-organized and easily understood transcript to deliver your academic records. Allow your creativity to be expressed in the application essay, portfolio or addendum.

Helpful Notes

The last section allows you to share additional information to make any brief comments that clarify information on the transcript. An example could be taking a course by dual enrollment or perhaps if you had taken courses from another institution and are having them transferred onto this homeschool transcript. Note how I have listed 9th grade as having been completed at another institution since all transcript information should be combined to just one high school transcript. Any comments that require further declaration could be added to the addendum or be included in some type of formal letter from the principal, headmaster or teaching parent of the student.

Calculating Grade Point Average (GPA)

There are typically two GPA calculations reflected on a transcript. A yearly GPA (9th grade) and a cumulative GPA (combines multiple grades). Using a straight 4.0 letter grade scale, an 'A' is equal to 4 points, 'B' is equal to 3 points, etc.

A GPA is calculated by dividing the Total Quality Points for a year by the Total Quality Units. Consider a Quality Unit the same as a Carnegie Unit. A Carnegie Unit represents the typical period of time for one academic years work in a single subject matter, commonly based on 36 weeks with 5 sessions per week of 50 minutes per session.

Total the number of units of 'A' grades, the number of 'B' grades, and on down. Multiply the number of units for each letter grade by the points for each letter grade to derive the Quality Points for that letter grade. Sum the column of Quality Points and the column of Quality Units and divide. See the example below that corresponds to the sample transcript.

To determine a Cumulative GPA (note 10th Grade Cumulative below), total the Quality Points and the Quality Units for 9th and 10th grade and then divide (42.5 / 12.5 = 3.40). DO NOT take the average of the 9th and 10th grade GPAs. Always recalculate a cumulative GPA by using the total quality points and total units of all years completed each time. I recommend using a two decimal point format for reporting GPA. For decimal place values beyond the hundredths place, you can either truncate (simply drop any decimal point past two; 3.30769 becomes 3.30) or use standard rounding rules (e.g. if 3.01<u>49</u> or lower, leave the first two decimal values as 3.01; if 3.01<u>50</u> or higher, round up to the next hundredth as 3.02, see below). You chose the method you prefer to use.

<div align="center">9th Grade</div>

Grade	Pts.	Q Units	x	Pts	=	Q Pts
A	4.0	3.0	x	4.0 =		12.0
B	3.0	3.0	x	3.0 =		9.0
C	2.0	0				0.0
D	1.0	0				0.0
F	0.0	0				0.0
Yearly Totals		6.0 Q Units				21.0 Q Pts

<div align="center">10th Grade</div>

Grade	Pts.	Q Units	x	Pts	=	Q Pts
A	4.0	2.5	x	4.0 =		10.0
B	3.0	3.5	x	3.0 =		10.5
C	2.0	.5	x	2.0 =		1.0
D	1.0	0				0.0
F	0.0	0				0.0
Yearly Totals		6.5 Q Units				21.5 Q Pt

GPA Calculations:

	Q Pts / Q Units	= GPA	
9th Grade	21.0 / 6.0	= 3.50	
10th Grade	21.5 / 6.5	= 3.31	(3.30769 that I round up to 3.31)
10th Grade Cumulative	42.5 / 12.5	= 3.40	
Includes Grades 9-10			
11th Grade	26.5 / 7.0	= 3.79	
12th Grade	18.0 / 5.0	= 3.60	
High School Cumulative	87.0 / 24.5	= 3.55	
Includes Grades 9-12			

Please let me know if I can assist you in any way!!

Records\Homeschool Docs\Home School Transcript Guide 2018