

Making a Transcript

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"Helping parents homeschool high school"

What is a Transcript

- Translate your normal, natural homeschool into words and numbers colleges understand
- Demonstrate your student's strengths, depth, and individuality
- Tailored to your values, your homeschool, and your college choices
- Collect all educational experiences in one central location
- Create a permanent record of high school
- Only for high school academics, not for everything that has ever been educational or fun
- Use as a planning tool, feedback tool, and insomnia prevention too.

Requirements for an Official Homeschool Transcript

- Required: title with the word "official"
- Student identifiers: name, address, gender, date of birth, parent names
- School identifiers: school name and address, courses, graduation date
- Legal requirements: name of classes and graduation date
- Recommended: "Official" in title; grades, credit value, grading scale, completion date, GPA.
- Optional: class rank, test scores, signature
- Optional and recommended: abbreviated activity list
- Optional and not recommended: weighting grades

How to Keep Records

- How to store records: Tubbies, Cubbies, or Binder Queen
- Keep what colleges ask for, what is required by state law, what you need for course descriptions

How to Create Class Titles

- Class titles should be specific and sound educational
- You may want to use an acronym before class title for classes outside the home

How to Determine Credits

- Credits are a measurement of how long and how hard the student worked
- Credit for hours worked at high school age
- One whole credit is one textbook, or 120-180 hrs, 5-10 hours per week, or 1-2 hours per day
- One half credit is one semester, semester textbook, 75-90 hrs, 2-3 hours per week, or ½ hour daily
- 5 ways to determine credit: high school level, age, college level, expertise, or parental decision

How to Calculate Grades

- Grade on the transcript is the sum of every way you evaluate
- You don't have to "test" to give a grade. How to estimate grades:
 - A = mastery, meets high expectations, high test scores, child loves it
 - B = pretty good, not worth an A, probably better than many public school kids
 - C = not good at all, but you kept going to the next level

- Grading scales vary; choose one and be consistent. Here are some examples:
 - 97-100% = A+, 93-96% = A, 90-92% = A-, 87-89% = B+, 83-86% = B, 80-82% = B-, 77-79% = C+, 73-76% = C, 70-72% = C-, 67-69% = D+, 63-66% = D, 60-62% = D-
 - A=4.0, B=3, C=2, D=1, F=0
 - 93-100% = A, 85-92% = B, 75-84% = C, 70-74% = D, Below 70% = F
 - 90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, Below 60% = F

How to Calculate GPA or Grade Point Average

1. Multiply: Class grade x class credit = grade point for that class
2. Add: Add all the grade points
3. Divide: Take the total grade points and divide by number of credits
4. Answer: grade point average

Finalize the Transcript

- Include delight directed learning
- Provide a professional look: type the transcript and do a spell check
- Send the transcript
 - Include reading lists, activities and awards, work samples, and course descriptions
 - Comprehensive records may increase scholarships: www.ComprehensiveRecordSolution.com
 - Meet the college requirements if they are specific
 - Email as a pdf to send it electronically
- Save your transcript: physical copy, digital copy, computer copy

Reasons to Make a Transcript

- Without a transcript: GED may be required, scholarships may be less likely
- Real homeschooling is about learning, not about records, but transcripts reflect learning
- Transcripts are your homeschool duty

Examples from other parents like you

- You may be surprised that you need one regardless of your situation or your child's plans
- You may need it much later than you expect, because sometimes adults need a transcript
- You may need it much earlier than you expect for special camps, programs, or opportunities
- You can save money on car insurance with a "good student discount"
- You may need it to enter college admission, college scholarships or dual enrollment

Additional Resources

The Total Transcript Solution: www.TotalTranscriptSolution.com

The Comprehensive Record Solution: www.ComprehensiveRecordSolution.com

Book: [Setting the Records Straight: How to Craft Homeschool Transcripts and Course Descriptions](#)