

# Making a Transcript

## Requirements for Graduation

Typical requirement for graduation in Texas: 26 credits

Minimum requirement in Texas: 22 credits

Most students have 6-7 credit hour per year.

Big Four: English, Math, Science, Social Studies. All the rest is extra.

Use "normal", recognizable class names.

English	Language Arts 1, 2, 3, 4 English 1, 2, 3, 4 Composition and Grammar American Literature	British Literature World Literature Poetry Technical Writing
Math	Algebra 1 (can be taken in middle school) Geometry Algebra 2 Pre-Calculus	Calculus Statistics Consumer Math Business Math
Science	Integrated Physics and Chemistry – (IPC or Physical Science) Biology Chemistry Physics	Anatomy and Physiology Geology Oceanography Astronomy Environmental Science
Social Studies	World Geography American Geography Ancient History, Medieval History, etc. American History	World History Current Events Government – 1 semester Economics – 1 semester
Other	Foreign language PE Speech Debate Art, music, theater Bible Drivers ed Community service Computer skills, keyboarding	Vocational skills Home economics Animal husbandry (4H) Personal finance Career exploration Teen Pact Dual credit Independent study – Pick a topic for the student to research

## Necessary Information

School Name School Address	Date Transcript Issued Expected Graduation Date Grade Completed
Student Name Address Date of Birth SS#	Credits Earned GPA

## Notarizing

A transcript has to be notarized.

Include a notary block:

SUBSCRIBED AND SWORN TO OR AFFIRMED before me by the said  
( *parent's name* ) on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

Notary Public, State of Texas

My commission expires: \_\_\_\_\_

## Format

You can show one grade for the year or two grades (Fall and Spring semesters)

1 credit hour = 135 - 150 hours of work

1 semester college class = 1 semester of high school class

You can weight grades, or not. If you weight, also do unweighted GPA.

Commonly used weights:           +1 college class  
  +1 AP class  
  +0.5 Honors class

Other things you can list on a transcript:

Standardized test scores (SAT, ACT)  
College classes taken (Dual credit classes)  
Honors, awards, work experience, volunteering

## Calculating Grade Point Average

Grade Points	Regular	Honors +0.5	AP, Dual Credit +1
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	1

A+, A- doesn't matter much.

You can list number grades instead of letters, but you need to include a grading scale. Example: (A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69)

# One Grade for the Year

Not weighted

Course	Grade	Points	Credit Hr	Total
English 2	B	3	1	3
College Alg. DC	B	3	0.5	1.5
Honors Chemistry	B	3	1	3
Honors World Hist	A	4	1	4
Total			3.5	11.5
			Unweighted GPA	3.29

1. Multiply the grade point times the credit hours to get the points.
2. Add up all the credit hours.
3. Add up all the points.
4. Divide the total points by total credit hours to find the GPA.

Weighted

Course	Grade	Point Value with Weight	Credit Hr	Total
English 2	B	3	1	3
College Alg. DC	B	4	.5	2
Honors Chemistry	B	3.5	1	3.5
Honors World Hist	A	4	1	4.5
Total			3.5	13
			Weighted GPA	3.71

1. Multiply the WEIGHTED grade point times the credit hours to get the points.
2. Add up all the credit hours.
3. Add up all the points.
4. Divide the total points by total credit hours to find the GPA.

Grade Points	Regular	Weighted Points	
		Honors +0.5	AP, Dual Credit +1
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	1

## Two Grades per Year

Not weighted      Average the points for fall and spring.

Course	Fall	Spring	Avg. Points	Credit	Total
English 2	A	B	3.5	1	3.5
College Alg. DC	B		3	0.5	1.5
Honors Chemistry	A	B	3.5	1	3.5
Honors World Hist	A	A	4	1	4
Total				3.5	12.5
				Unweighted GPA	3.57

1. Average the Fall and Spring grade points.
2. Multiply the average grade point times the credit hours to get the points.
3. Add up all the credit hours.
4. Add up all the points.
5. Divide the total points by total credit hours to find the GPA.

Weighted      Average the points for fall and spring.

Course	Fall	Spring	Avg. Value with Weight	Credit	Points
English 2	A	B	3.5	1	3.5
College Alg. DC	B		4	.5	2
Honors Chemistry	A	B	4	1	4
Honors World Hist	A	A	4.5	1	4.5
Total				3.5	14
				Weighted GPA	4.00

1. Average the WEIGHTED Fall and Spring grade points.
2. Multiply the average grade point times the credit hours to get the points.
3. Add up all the credit hours.
4. Add up all the points.
5. Divide the total points by total credit hours to find the GPA.

Grade Points	Regular	Weighted Points	
		Honors +0.5	AP, Dual Credit +1
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	1

Practice:

Not Weighted

Course	Grade	Points	Credit	Total
English 3	A		1	
PreCal Honors	B		1	
Government DC	A		.5	
Physics	A		1	
Art History DC	B		.5	
Economics	B		.5	
Spanish 3	C		1	
PE	A		1	
Total				
Unweighted GPA				

Weighted

Average the points for fall and spring.

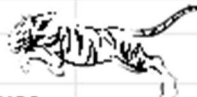
Course	Fall	Spring	Avg. Value with Weight	Credit	Total
English 3	A	A		1	
PreCal Honors	A	B		1	
Government DC	A			.5	
Physics	A	B		1	
Art History DC	B			.5	
Economics		B		.5	
Spanish 3	B	C		1	
PE	A	A		1	
Total					
Weighted GPA					

Grade Points	Regular	Weighted Points	
		Honors +0.5	AP, Dual Credit +1
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	1

Student's Name:

9 <sup>th</sup> Grade	Year:		
	Class Name	Credits	Grade/Grades
English			
Math			
Science			
Social Studies			
Elective			
Elective			
Elective			
Elective			
10 <sup>th</sup> Grade	Year:		
	Class Name	Credits	Grade/Grades
English			
Math			
Science			
Social Studies			
Elective			
Elective			
Elective			
Elective			
11 <sup>th</sup> Grade	Year:		
	Class Name	Credits	Grade/Grades
English			
Math			
Science			
Social Studies			
Elective			
Elective			
Elective			
Elective			
12 <sup>th</sup> Grade	Year:		
	Class Name	Credits	Grade/Grades
English			
Math			
Science			
Social Studies			
Elective			
Elective			
Elective			
Elective			



STUDENT DATA		OFFICIAL TRANSCRIPT			
Name:	<b>Smith, Mary E.</b>	<b>Smith Home School</b> 			
Address:	246 Julia New Braunfels, TX 78130	22 Mockingbird, New Braunfels, Texas			
Phone:	(830) 555-1234	Credit Earned:	<b>17</b>		
Birthdate:	2/14/1990	GPA:	<b>4.00</b>		
SS#:	987-65-4321	Class Rank:	<b>1 of 1</b>		
Course Titles	Credit	2004-2005 Freshman	2005-2006 Sophomore	2006-2007 Junior	2007-2008 Senior
English: Writing & Grammar, 9th grade	1	A			
Writing & Grammar, 10th grade	1		A		
Fundamentals of Literature, 9th	1	A			
Fundamentals of Literature, 10th	1		A		
Fundamentals of Literature, 11th	1			A	
Math: Algebra 1	1	A			
Geometry	1		A		
Algebra 2	1				
Precalculus	1				
History: World Geography	1	A			
World History	1		A		
	1				
Science: Biology	1	A			
Chemistry	1				
Physics	1				
Fine Arts: Violin 1	1	A			
Violin 2	1		A		
Art	1				
	1				
PE/Health: Volleyball	1	A			
Swimming (40 hours)	1		A		
	1				
	0.5				
Foreign Language: Latin 1	1	A			
Sign Language	1	A			
Other: Speech & Debate	1			A	
Logic	0.5				
Bible	1				
Vocabulary, 9th grade					
Vocabulary, 10th grade					
Credits Earned Each Year:		9	6	2	0
GPA Each Year:		4.00	4.00	4.00	

# ACADEMIC TRANSCRIPT RECORD

## Liberty Home School

1234 Common Street, New Braunfels, Texas 78130

Name: **Joe Jones**  
 Address: 1234 Common St.  
 New Braunfels, TX 78130  
 Date of Birth: 1/1/1991  
 Phone: (830)555-4444  
 SS#: 987-65-4321

Credit Earned: **27**  
 Weighted GPA: **3.84**  
 Unweighted GPA: **3.68**  
 Grade Completed 11th  
 Date of Graduation: May 2019  
 Date Transcript Issued: January 2019



Standardized Test Scores:				
<b>SAT 11/17</b>	Math	580	Reading	540
	Writing	560	Composite	1120
<b>ACT 5/18</b>	Math/Sci	24	Eng/Read	20
	Essay	10	Composite	22

Course	1st Sem	2nd Sem	Wt.	Credit	2016-2017	Course	1st Sem	2nd Sem	Wt.	Credit	2017-2018
<b>NINTH GRADE</b>					<b>TENTH GRADE</b>					<b>11th GRADE</b>	<b>12th GRADE</b>
Honors English I	A	B	0.5	1	English II	A	A			1	
World Geography	A	A		1	AP American History	B	A	1		1	
Geometry	B	C		1	Algebra 2	A	B			1	
Chemistry with Lab	A	B		1	Biology with Lab	B	B			1	
Spanish 1	B	B		1	Spanish 2	A	A			1	
PE (Track)	A	A		1	PE (Track)	A	A			1	
Art	A	A		1	Logic	A				0.5	
					Ancient Literature DC		B	1		0.5	
					Art 2	A	A			1	
<b>9th GRADE GPA:</b>	<b>3.57</b>	<b>9th GRADE CREDITS:</b>	<b>7</b>		<b>10th GRADE GPA:</b>	<b>3.94</b>	<b>10th GRADE CREDITS:</b>	<b>8</b>			
<b>Unweighted GPA:</b>	<b>3.5</b>				<b>Unweighted GPA:</b>	<b>3.69</b>					

Course	1st Sem	2nd Sem	Wt.	Credit	2018-2019	Course	1st Sem	2nd Sem	Wt.	Credit	2019-2020
<b>ELEVENTH GRADE</b>					<b>TWELFTH GRADE</b>					<b>13th GRADE</b>	<b>14th GRADE</b>
Honors English III	A	A	0.5	1	English Composition 1	A				0.5	
World History	A	B		1	US Government	A				0.5	
Pre-Calculus	A	A		1	AP Calculus	A		1		0.5	
Anatomy with Lab	B	B		1	Physics with Lab	A				0.5	
PE (Swimming)	A	A		1	Engineering Systems	A				0.5	
Personal Finance	A	A		1	PE (Swimming)	A				0.5	
Drivers Ed		A		0.5	Sociology - Dual Credit	B		1		0.5	
<b>11th GRADE GPA:</b>	<b>3.85</b>	<b>11th GRADE CREDITS:</b>	<b>6.5</b>		<b>12th GRADE GPA:</b>	<b>4.14</b>	<b>12th GRADE CREDITS:</b>	<b>3.5</b>			
<b>Unweighted GPA:</b>	<b>3.77</b>				<b>Unweighted GPA:</b>	<b>3.86</b>					

**Courses Taken in Middle School**

Course	Grade	Credit
Algebra 1	A	1
Physical Science	A	1
<b>Total Credits for Middle School:</b>		<b>2</b>

**Courses Taken in Middle School** \_\_\_\_\_

Subscribed and sworn to or affirmed before me by the said Tracy Jones on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Signature \_\_\_\_\_

Notary Public, State of Texas

My commission expires: \_\_\_\_\_

One Carnegie Credit Hour equals 135 - 150 hours

Grading Scale: A = 90 - 100, B = 80 - 89, C = 70 - 79, D = 60 - 69, F = below 60