

High School Transcript Instructions

I. Student Information

- Please fill in all information in the blanks provided including the boxes designated for the student's grade and dates of completion. Please use a separate form for each year of grades submitted.

II. School Information

- Please fill in all information in the blanks provided.

III. Transcript and Grading Information

- Begin by filling in each course title. Please be specific. (For example, Algebra II, not simply Math.)
- Please list the accompanying grades by quarter. Even if the curriculum is not graded by quarters, Semester 1, Semester 2, and the Final grades are required.
- Fill in the credits earned and the Curriculum/Program for each course. For example, Seton English or Abeka Math. If a standard Curriculum/Program was not used, please fill in "N/A."
- Fill in the student's current GPA and total credits in the designated boxes.
- ***Required:*** Attach a book list on a separate sheet of paper. The list should include all books used for each course listed.
- ***Required:*** Please attach the grading scale used. If the curriculum does not include Honors and AP credit, please leave these columns blank. Below are two sample standard grading scales for your reference.

Sample Grading Scale A

Letter Grade	Number Range	Grade Point Average	Grade Point Honors	Grade Point A.P.
A	90-100	4.0	4.5	5.0
B+	87-89	3.5	4.0	4.5
B	80-86	3.0	3.5	4.0
C+	77-79	2.5	3.0	3.5
C	70-76	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0

Sample Grading Scale B

Letter Grade	Number Range	Grade Point Average
A+	97-100	4.3
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	65-69	1.3
D-	60-64	1.0
F	0-59	0.0

IV. Certification

- Fill in the student name, and the state in which the student was home schooled, under the fields provided. Sign and print your name and the date.
- Once completed, mail the signed form, book list, grading scale and any additional documentation to:

Pope John Paul the Great Catholic High School
Office of Admissions
17700 Dominican Drive
Dumfries, VA 22026

High School Transcript

I. Student Information

Grade Level:

Dates Completed:
(mm/yy – mm/yy)

Student Last Name: _____ Student First Name: _____

Student Date of Birth (mm/dd/yy): _____ Number of Years in Current Home School Program: _____

Full Name of Parent(s)/Guardian(s): _____

II. School Information

Name of Home School Program: _____

Street Address of Home School: _____

City: _____ State: _____ Zip code: _____

Name of Main Contact: _____ Relationship to Student: _____

Main Contact Home Phone: _____ Main Contact Cell Phone: _____

III. Transcript and Grading Information (PLEASE ATTACH REQUIRED BOOK LIST AND GRADING SCALE.)

Course Title* (please be specific)	Q 1	Q 2	Semester 1*	Q 3	Q 4	Semester 2*	Final*	Credits Earned*	Program/Curriculum*
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

* Required fields

Total Credits Earned:

GPA:

IV. Certification

The enclosed information is both true and accurate to the best of my knowledge. I also certify that _____ was educated at home in full compliance with the laws of the State of _____ and has successfully completed all course work detailed on this form and attached documentation.

Parent/Guardian Signature: _____ Date (mm/dd/yy): _____

Parent/Guardian Name (please print): _____