

Middle 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. Each rising 9th grade student is required to provide a transcript for both 7th and 8th grade. 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 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."
- If applicable, fill in the student's current GPA in the designated box.
- ***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 credit, please leave this column blank. Below are two sample standard grading scales.

Sample Grading Scale A

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

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

Middle School Transcript

I. Student Information

<i>Grade Level:</i>

<i>Dates Completed:</i> (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	Program/Curriculum
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

GPA:

IV. Certification

<p>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.</p>	
Parent/Guardian Signature: _____	Date (mm/dd/yy): _____
Parent/Guardian Name (please print): _____	