

Creating High School Transcripts

Free resources and templates

The Homeschool Mom free transcript template for Excel:

<https://www.thehomeschoolmom.com/high-school-beyond/high-school-homeschool-transcript/>

Home School Legal Defense Association free templates (lots of options including by subject, must create free account with email address to access):

<https://hsllda.org/post/free-high-school-transcript-templates>

Walking by the Way free transcript templates (includes one organized by subject):

<https://www.walkingbytheway.com/blog/homeschool-transcript/>

GPA Calculator:

<https://gpacalculator.net/high-school-gpa-calculator/>

Transcript services (They do it all for you!)

Classical Conversations (\$14/year)

This one includes both a transcript and a record of other activities and volunteer work for college applications:

<https://academicrecords.net/>

Homeschool Legal Defense Association (\$25/year):

<https://store.hsllda.org/hslldas-transcript-service-p962.aspx>

Questions or Need further help?

General homeschooling high school questions, transcripts, college applications, testing:

Christy Dille cmdille@sbcglobal.net

College athletes, NCAA requirements, record keeping, transcripts:

Suzanne Heegaard suzanne.heegaard@gmail.com

**SMITH ACADEMY
OFFICIAL HIGH SCHOOL TRANSCRIPT**

STUDENT INFORMATION	SCHOOL INFORMATION
FULL NAME: Jane B Smith ADDRESS: 123 Main Street Anywhere, S 56879 PHONE NUMBER: 757-555-1212 EMAIL ADDRESS: janesmith@email.com DATE OF BIRTH: 02/ 17/ 92 PARENT/ GUARDIAN: Joe and Mary Smith	NAME: Smith Academy ADDRESS: 123 Main Street Anywhere, S 56879 PHONE NUMBER: 757-555-1212 EMAIL ADDRESS: smithacademy@email.com

ACADEMIC RECORD

SCHOOL YEAR: 2007-2008	GRADE LEVEL: 9 th		SCHOOL YEAR: 2008-2009	GRADE LEVEL: 10 th	
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>
English 9	1.0	A	English 10	1.0	B
Algebra I	1.0	A	Geometry	1.0	B
Biology w/ lab	1.0	B	Chemistry w/ lab	1.0	C
Geography	1.0	C	World History	1.0	A
Latin I	1.0	A	Latin II	1.0	B
Logic	1.0	B	Rhetoric	1.0	A
Fine Arts: Piano	0.5	B	Fine Arts: Piano II	0.5	B
Theology	0.5	A	Old Testament Survey	0.5	B
Total Credits: 7.0	GPA: 3.36	Cumulative GPA: 3.36	Total Credits: 7.0	GPA: 3.14	Cumulative GPA: 3.25

SCHOOL YEAR: 2009-2010	GRADE LEVEL: 11 th		SCHOOL YEAR: 2010-2011	GRADE LEVEL: 12 th	
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>
English 11	1.0	A	English 12	1.0	A
Algebra II	1.0	A	Trigonometry/ Pre-Calculus	1.0	A
Physics	1.0	B	US Government	1.0	A
US History	1.0	A	Economics *	1.0	B
Spanish I	1.0	B	Speech *	1.0	A
Philosophy	1.0	B	Spanish II	1.0	C
Fine Arts: Piano III	0.5	A	Fine Arts: Drawing	0.5	B
New Testament Survey	0.5	A	Apologetics	0.5	B
Total Credits: 7.0	GPA: 3.57	Cumulative GPA: 3.36	Total Credits: 7.0	GPA: 3.43	Cumulative GPA: 3.38

ACADEMIC SUMMARY	GRADING SCALE	NOTES
Cumulative GPA: 3.38 Credits Earned: 28.0 Diploma Earned: yes Graduation Date: 6/ 15/ 2011	90 – 100 = A 80 – 89 = B 70 – 79 = C 60 – 69 = D 59 – below = F	* Coursework taken at a local community college. Official transcript from college has been requested and will be sent to you shortly.

I do hereby self-certify and affirm that this is the official transcript and record of Jane B Smith in the academic studies of 2007 – 2011.

Signature: _____ Title: Principal Date: July 2, 2011

OFFICIAL HIGH SCHOOL TRANSCRIPT

STUDENT INFORMATION	SCHOOL INFORMATION
FULL NAME:	NAME:
ADDRESS:	ADDRESS:
PHONE NUMBER:	PHONE NUMBER:
E-MAIL ADDRESS:	E-MAIL ADDRESS:
DATE OF BIRTH:	
PARENT/ GUARDIAN:	

ACADEMIC RECORD

SCHOOL YEAR:	GRADE LEVEL:		SCHOOL YEAR:	GRADE LEVEL:	
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>
Total Credits	GPA:	Cumulative GPA:	Total Credits	GPA:	Cumulative GPA:
SCHOOL YEAR:	GRADE LEVEL:		SCHOOL YEAR:	GRADE LEVEL:	
<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>	<i>Course Title</i>	<i>Credit Earned</i>	<i>Final Grade</i>
Total Credits	GPA:	Cumulative GPA:	Total Credits	GPA:	Cumulative GPA:

<p>ACADEMIC SUMMARY</p> <p>CUMULATIVE GPA:</p> <p>CREDITS EARNED:</p> <p>DIPLOMA EARNED:</p> <p>GRADUATION DATE:</p>	<p>ATTACHMENTS</p> <p><input type="checkbox"/> Grading scale</p> <p><input type="checkbox"/> List of other schools attended</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Other:</p>	<p><i>I do hereby self-certify and affirm that this is the official transcript and record of (Name of Student) in the academic studies of (Academic Years).</i></p> <p>Signature: _____</p> <p>Title:</p> <p>Date:</p>
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School of Record

School Name:
Smith Academy
 School Address:
 123 Main St.
 Anywhere, USA 12345
 School Telephone:
 (757) 555-1212

HIGH SCHOOL TRANSCRIPT (Grades 9-12)

Enroll Date: 09/01/07

Graduation Date: 06/01/11

Student Information

Name (Last, First, MI): **Smith, Jane A.** Grad Yr: **2011**
 Address:
 123 Main St.
 Anywhere, USA 12345
 Parent/Guardian:
John P. Smith
 Sex: **F** Birth Date: **02/17/93** Home Telephone:
(757) 555-1212

District **Private/Home School** Report Date **7/25/11**

Mo/Yr	Course Title	Final Grade	Credits Earned	Grade Level	Mo/Yr	Course Title	Final Grade	Credits Earned	Grade Level
COURSE STUDY									
06/08	English 9	A	1	09	06/10	English 11	A	1	11
06/08	Algebra 1	A-	1	09	06/10	Geometry	A-	1	11
06/08	United States History	B+	1	09	06/10	US Government	B	0.50	11
06/08	Biology/Lab	B-	1	09	06/10	Economics	B	0.50	11
06/08	Personal Fitness/PE	A	1	09	06/10	Physics	B-	1	11
06/08	Guitar	A	1	09	06/10	Spanish 2	B	1	11
Total Credits					06/10	Piano	A	0.50	11
					06/10	Art History	A	0.50	11

Mo/Yr	Course Title	Final Grade	Credits Earned	Grade Level
COURSE STUDY				
06/09	English 10	A	1	10
06/09	Algebra 2	A	1	10
06/09	World History	B+	1	10
06/09	Chemistry/Lab	B-	1	10
06/09	Personal Fitness/PE	A	0.50	10
06/09	Spanish 1	B+	1	10
06/09	Music Theory	A	0.25	10
06/09	Art/Drawing	A	0.25	10
06/09	Health	A	0.50	10
Total Credits			6.5	

Mo/Yr	Course Title	Final Grade	Credits Earned	Grade Level
COURSE STUDY				
06/11	Pre-Calculus	A-	1	12
06/11	Spanish 3	A	1	12
06/11	Anatomy	A	1	12
06/11	English 101	B	1	12
06/11	Western Civ.	A	1	12
06/11	Constitutional Law	A	0.50	12
06/11	Speech 101	A-	1	12
Total Credits			6.5	

SUMMARY BY YEAR

Mo/Yr	GPA	Earn	Grade Table Grade Points
06/96	3.62	6	A+ = 4.3 A = 4.0
06/97	3.58	6.5	A- = 3.7 B+ = 3.3
06/98	3.4	6	B = 3.0 B- = 2.7
06/99	3.75	6.5	C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 F = 0

Previous Schools Attended (Grades 9-12)

School Name	City/State	Entry	Withdraw
Smith Academy	Anywhere, USA	09/01/07	
Any Community College	Anywhere, USA	09/01/10	
Cumulative Summary	Total Credits	GPA Credits	GPA Points
	25	25	89.8
			3.59

We, John and Julie Smith, do hereby certify and affirm that this is the official transcript and record of Jane Smith in the academic studies of 2007-2011.

 John P. Smith, Father/Administrator

 Julie T. Smith, Mother/Teacher

 Date

High School Transcript Smith Home School

Mary S. Smith
123 Main Street
Home Town, USA 12345
212-343-5678
msmith@athome.net
Date of Birth: 4/07/92
Sex: Female

Parents: Robert and Doris Smith
Smith Home School
Years Attended: 2007-2011
Date of Graduation: June 2011

Courses	Final Grade	Credit Awarded
<u>English</u>		
American Lit/Comp	A	1
World Lit/Comp	B	1
British Lit/Comp	B	1
English 101 *	B	1
Creative Writing *	B	1
<u>Math</u>		
Algebra 1	A	1
Algebra 2	B	1
Geometry	C	1
Consumer Math	A	1
<u>Science</u>		
Physical Science	B	1
Biology	B	1
Chemistry	A	1
<u>History</u>		
Geography	B	1
US History	A	1
World History	B	1
US Government	B	1
Economics	B	1
<u>Foreign Language</u>		
Spanish 1	B	1
Spanish 2	B	1
Spanish 3	C	1
<u>Other</u>		
Phys Ed	A	1
Health	A	½
Nutrition	A	1
Computer Skills	A	½
Art History	B	½
Music Appreciation	A	½
Total Credits	24	
Grade Point Average	3.27	
* - Courses taken at ABC Community College, Home Town, USA		

Date Graduated: June 6, 2011

Parental Certification:

We, Robert and Doris Smith, do hereby certify and affirm that this is the official transcript and record of Mary Smith's academic studies of 2007-2011.

Robert P. Smith, father/administrator

Doris T. Smith, mother/teacher

Date

Date

OFFICIAL HIGH SCHOOL TRANSCRIPT

Student Information

Full Name:
 Address:
 Phone Number:
 Email Address:
 Date of Birth:
 Parent/Guardian:

School Information

Name:
 Address:
 Phone Number:
 Email Address:
 [Expected] Graduation Date:
 Contact:

ACADEMIC RECORD

Course Title	Final Grade	Credit	Course Title	Final Grade	Credit
ENGLISH			SCIENCE		
MATH			FOREIGN LANGUAGE		
HISTORY / SOCIAL STUDIES			ELECTIVES		

Academic Summary

Year	Cumulative GPA	Credits Earned

Notes

I self-certify and affirm that this is the official transcript and record of [Enter student's full name]'s academic studies through [Enter either: 20XX or: graduation].

Signature: _____
 [Enter administrator's full name] (Administrator of Records)

Date: _____

OFFICIAL HIGH SCHOOL TRANSCRIPT

Student Information

Full Name:
 Address:
 Phone Number:
 Email Address:
 Date of Birth:
 Parent/Guardian:

School Information

Name:
 Address:
 Phone Number:
 Email Address:
 [Expected] Graduation Date:
 Contact:

ACADEMIC RECORD

Course Title	S1	Cr.	S2	Cr.	Course Title	S1	Cr.	S2	Cr.
ENGLISH					SCIENCE				
MATH					FOREIGN LANGUAGE				
HISTORY / SOCIAL STUDIES					ELECTIVES				

Academic Summary

Year	Cumulative GPA	Credits Earned

Notes

I self-certify and affirm that this is the official transcript and record of [Enter student's full name]'s academic studies through [Enter either: 20XX or: graduation].

Signature: _____
 [Enter administrator's full name] (Administrator of Records)

Date: _____

OFFICIAL HIGH SCHOOL TRANSCRIPT

Student Information

Full Name:
Address:
Phone Number:
Email Address:
Date of Birth:
Parent/Guardian:

School Information

Name:
Address:
Phone Number:
Email Address:
[Expected] Graduation Date:
Contact:

ACADEMIC RECORD

Course Title	Final Grade	Credit	Course Title	Final Grade	Credit
9th GRADE		20XX-20XX	10th GRADE		20XX-20XX
11th GRADE		20XX-20XX	12th GRADE		20XX-20XX

Academic Summary				Notes
Year	Yearly GPA	Cumulative GPA	Credits Earned	
9 th				
10 th				
11 th				
12 th				

I self-certify and affirm that this is the official transcript and record of [Enter student's full name]'s academic studies from [fall 20XX through fall 20XX or 20XX through 20XX].

Signature: _____ **Date:** _____
 [Enter administrator's full name] (Administrator of records)

OFFICIAL HIGH SCHOOL TRANSCRIPT

Student Information

Full Name:
 Address:
 Phone Number:
 Email Address:
 Date of Birth:
 Parent/Guardian:

School Information

Name:
 Address:
 Phone Number:
 Email Address:
 [Expected] Graduation Date:
 Contact:

ACADEMIC RECORD

Course Title	S1	Cr.	S2	Cr.	Course Title	S1	Cr.	S2	Cr.
9th GRADE					20XX–20XX				
11th GRADE					20XX–20XX				
12th GRADE					20XX–20XX				

Academic Summary				Notes
Year	Yearly GPA	Cumulative GPA	Credits Earned	
9 th				
10 th				
11 th				
12 th				

I self-certify and affirm that this is the official transcript and record of [Enter student's full name]'s academic studies from [fall 20XX through fall 20XX or 20XX through 20XX].

Signature: _____ Date: _____
 [Enter administrator's full name] (Administrator of records)