



Transcript Creation Guide for Homeschooled Students

This document is intended to serve as a guide for the creation of high school transcripts for homeschooled students. Below is a list of information that is required to be on a transcript:

General/Demographic Information:

- Date that the transcript was created
- School Name: Ordinarily a high school transcript will contain the name and address of the school; we suggest that you simply type in “Homeschooled.”
- Full Name (Student)
- Social Security Number
- Date of Birth
- Parent Name(s), Address, and phone number
- Indicate the student’s grade level as of the date that the transcript was created (freshman, sophomore, junior, or senior). Please note: once the student finishes sophomore year and are ready to begin studies at the junior level, they should be classified as a junior on the transcript. State standards for credit hours accumulated will be applied, ex: a junior must have accumulated at least 14 credit hours.

Detailed Academic Information:

Most high schools categorize the courses that students take by discipline/subject, not by the calendar. An example is below:

	SE	Sem 1	Sem 2	Avg	Cr
Language Arts					
2008/2009 ENG 1	H	077	080	079	1.0
2009/2010 ENG 2		090	088	089	1.0
2009/2010 PHOTJOUR		091		091	0.5
2010/2011 ENG 3		089			0.5
Speech					
2008/2009 COMMAPP		093		093	0.5
Mathematics					
2008/2009 ALG 1		093	096	095	1.0
2009/2010 GEOM		084	089	087	1.0
2010/2011 ALG 2		082			0.5
Science					
2008/2009 IPC		081	082	082	1.0
2009/2010 BIO		090	087	089	1.0
2010/2011 CHEM		083			0.5

Please be sure to provide column headings to aid understanding. It might be a good idea to use MS Excel or some other spreadsheet program to create this part of the transcript. You can copy and paste the information into a word processing program once you’ve created it, and the cell and table structure will move with the data. Below is a brief explanation of the Language Arts Section of the example transcript above, from left to right:

- Because the normal school year bridges years, August of the early year to May of the subsequent year, the school indicated that by labeling this student’s freshman year (to the left of “ENG 1,” “2008/2009”).



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- The student took 4 years of language arts – English 1, 2, 3, and Photojournalism. Information for each class is on the same line as the year and class title.
- The “SE” column indicates whether or not the course is a Dual Credit, Honors, or AP course. In this example, “ENG 1” was an honors course.
- The “Sem 1” (Fall) and “Sem 2” (Spring) columns disclose the student’s grades for each semester during the year, and the average for both semesters is in the AVG column. If the student took classes in the summer, add a Sem 3 column and indicate that this is a summer course in your notes at the bottom of the document.
- You will notice in the example above that the grades are percentages, not letter grades. We can work with either one.
- The number of credits earned is disclosed in the CR column.
- Related to the course titles, rather than worrying about acronyms, simply write out the class name in the description – in the transcript above instead of “GEOM”, “Geometry” would be preferable.

Required Transcript Summary Information:

- Calculate the Cumulative Grade Point Average on a 4 point scale. If your student took honors, AP, or dual credit courses, you may wish to calculate these courses into the GPA using 5 rather than 4 points.
- Calculate and disclose the total number of credits earned
- If the student has graduated, include the graduation date
- Parent’s signature as the certifying school official.
- Disclose any special nomenclature in the notes section at the bottom of the document – please see the information below from the example. It is important that you explain any non-standard codes/ratings on the document so it can be understood.

Notes: A passing grade is 70 or above. P=Pass F=Fail; # = 3rd or 4th part of the course; * = No credit awarded due to excessive absences; Texas Grant Indicator 1, 2, & 5 = Eligible; SE = Special Explanation Code; A=Articulated credit course; C=Correspondence Course; D=Dual Credit; E=Credit By Exam (90%); G=Gifted/Talented course; H=Honors; I=IB Course; J=Course Completed Prior to Grade 9; K=Pre IB Course; L=Local Credit; M=Magnet Course; N=Night School; P=AP Course; Q=Pre AP Course; R=Summer School, Night School, or other instructional arrangement; T=Credit Awarded by Exam (70%); X=Innovative Course; Z=Distance Learning; 1=Course providing PE equivalency or PE waiver; 2=Part of a coherent sequence of CTE courses for Technology Applications credit; 3=Transfer credit from non-Texas public school; 4=CTE course that satisfies another graduation requirement. Refer to current Minimum Standards for Appropriate Use.

We hope that this information will assist you in your efforts to create a transcript for your homeschooled student. Please do not hesitate to contact the Registrar’s Office with questions.

Phone Number: 817-515-4REG (4734)

Regular Hours of Operation (Offices close for weekends and holidays, and for professional development activities):

Monday - Thursday, 8 a.m. - 7 p.m., Friday, 9 a.m. - 5 p.m.

Northeast Campus

NADM Building, Room 1101 A

South Campus

SERS Building, Room 1103 B

Trinity River Campus

TRTR Building, Room 1016 B

Northwest Campus

WADM Building, Room 1204 A

Southeast Campus

ESED Building, Room 1123 A



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The example below is intended as an example only. In this example, there were not any “special” codes or nomenclature used, and the student did not attend any AP courses, so a “SE” column was not included and there was no need to disclose nomenclature.

Academic Transcript - (Enter Last Name) Homeschool

December 11, 2012

Student Name:

Enter Student Information Here

Parent Name and Address:

Enter Parent Information Here

Grade Level: Junior

	Course Title	Sem 1	Sem 2	Final Grade	Credits
Language Arts					
2010/2011	English I	B	B	B	1
2011/2012	English II	B	B	B	1
2012/2013	English III	A			0.5
Science					
2010/2011	Biology	B	B	B	1
2011/2012	Chemistry	A	A	A	1
2012/2013	Anatomy and Physiology	A			0.5
Mathematics					
2010/2011	Algebra I	A	A	A	1
2010/2011	Geometry	A	A	A	1
2011/2012	Algebra II	A	A	A	1
2012/2013	PreCalculus	A			0.5
Social Studies					
2010/2011	Recent American History	A	A	A	1
2010/2011	Early American History	A	A	A	1
2011/2012	U.S. Government	A		A	0.5
2011/2012	Economics		A	A	0.5
2012/2013	World History	A			0.5
2012/2013	Geography	A			0.5

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Academic Transcript - (Enter Last Name) Homeschool

	Course Title	Sem 1	Sem 2	Final Grade	Credits
Physical Education					
2010/2011	P.E./Volleyball	A	A	A	1
2011/2012	P.E./Volleyball	A	A	A	1
Foreign Language					
2011/2012	Spanish	A	A	A	1
Electives					
2010/2011	Drawing	A		A	0.5
2010/2011	Guitar		A	A	0.5
2011/2012	Guitar	A	A	A	1
2011/2012	Band	A	A	A	1
2012/2013	Guitar	A			0.5
2012/2013	Drivers Education	A			0.5

Total Credits: 19.5
Cumulative GPA: 3.74

Signature of Parent:

Date:

Printed Name:

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