

How to Evaluate High School Credits

There are several ways to evaluate credits.

- **High school-level text by a reputable publisher in an academic course** -- (math, science, English, foreign language, or history), consider the material covered to be one credit. A one ~~credit course~~ typically requires one school year to complete. A one-half credit academic course (such as American Government or perhaps Constitutional Law) typically requires one semester or one-half year to complete.
 - *Covering the material in a textbook does not necessarily mean doing every problem, answering every question, or reading the book from cover to cover, but you should diligently cover the material presented. Some authors calculate teaching 75% of a textbook to equal one credit, but the bottom line is, don't shortchange your child. As an example, you may not spend as much time nor go into as much detail on the Vietnam War as you do on World War II, but you would still want to be certain that your child has an understanding of the main points regarding the Vietnam War. Let integrity be your guide.*
- **Courses that do not use a standard high school-level textbook** -- (perhaps you are putting together your own unit study, or you are using an integrated curriculum), log the hours that your child spends completing the course work. One credit is approximately 120-180 hours of work. The upper end of this range (180 hours) is usually appropriate for lab science courses, while 150 hours is the average for a year long academic course such as English or History. It isn't necessary to keep track of each minute, but generally, when evaluating credit for an academic course, a good rule of thumb is 50 minutes a day, 5 days a week for 36 weeks, equals a one-credit course.
- **Elective Courses** -- Logging hours is a good method of determining credit for elective courses such as art, music, sewing, carpentry, web page design, etc. The lower end of the range (120 hours) is fine for elective courses. For a half-credit elective, log approximately 60 hours; for a quarter-credit elective, log approximately 30 hours.
- **Course at a community college** -- keep in mind that a one-semester college course is comparable to a one-year high school course. Therefore, if your child takes English 121 for one semester at the community college and earns **3 college credits**, this is comparable to satisfying a full-year, **one-credit high school course**. High school credits and college credits are calculated differently. College credits are determined by hours of instruction and don't equate to high school credits.

Transcript Samples and Resources

There are several different ways to format a high school transcript. Here are some sample completed transcripts and a few templates that you can use:

Sample Transcripts:

- The Home School Legal Defense Association has several samples:
<http://www.hslda.org/highschool/academics.asp#transcripts>
- This website also includes several options and some links to sample transcripts:
http://a2zhomeschooling.com/teens/homeschool_transcripts_template/

Transcript Templates:

- The Transcript Creator is a free, online tool you can use to create a simple high school transcript. It will even compute your GPAs for you! None of the personal student information you input is kept long term at this website. Unfortunately that means that you need to enter the information and save as pdf to your computer. If you need to edit any of their information later you will need to re-enter all of it.
http://www.howtohomeschooltoday.com/freebies/homeschool_forms/record_keeping_for_ms/transcript_creator/
- This is a downloadable template that can be saved to your computer so you may enter the transcript data and be able to edit or add to that data at a later date.
<http://letshomeschoolhighschool.com/2012/07/23/download-homeschool-high-school-transcript-template/>
- A downloadable fillable pdf where you can enter and maintain all of your student's data.
http://www.eclectichomeschool.org/pdf/blank_high_school_transcript.pdf

Elective Possibilities

Electives for High School are typically courses other than the main core academic subject areas (English, math, history, science and foreign language) or sometimes can be supplemental courses. Often times these courses reflect the student's areas of interest and could be directly related to a future career. Electives do not generally require as much time or work as a core course but should include plenty of educational content.

Apologetics:

Comparative Religions, Mythology, Worldview Studies, World Cultures

Bible:

Church History, Individual book Bible studies, Old Testament/New Testament Survey, Topical Bible studies

Business-related:

Accounting, Advertising, Business Law, Business Management, Business Math, Entrepreneurial Skills, Financial Management, Intro to Economics, Marketing, Office Skills

Communication

Creative Writing, Communication Skills, Journalism, Public Speaking, Research Skills/writing, Speech, Study Skills

Computer

Computer Applications, Desktop Publishing, Graphic design, Keyboarding/Word Processing, Programming/languages, Web Design

Fine Arts

Architectural Design, Art Appreciation/History, Band, Ceramics, Choir, Dance, Drama/Theatre, Drawing, Film making, Instrumental Music, Jewelry making, Music Appreciation/History, Orchestra, Painting, Photography, Sculpture, Voice

Health

CPR Training, First Aid, Nutrition

Life Skills

Auto Mechanics, Driver's Ed, Electricity, Financial management, Home management/Home economics (cooking, sewing, etc.), Industrial Arts, Interior Design, Plumbing

Physical Education

Aerobics, Individual sports, Team sports, Weightlifting, Gymnastics, Dance, Weight lifting

Rhetoric

Critical Thinking, Debate, Logic

Science-related

Intro to Astronomy, Oceanography, Botany, Meteorology, Geology

Social Sciences

Sociology, Anthropology, Psychology

Other

Archeology, Career Development, Current events, Gardening, Horticulture, Landscaping, Sign Language US or World Politics

**SMITH ACADEMY
OFFICIAL HIGH SCHOOL TRANSCRIPT**

STUDENT INFORMATION	SCHOOL INFORMATION
FULL NAME: Jane B Smith ADDRESS: 123 Main Street Anywhere, St 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, St 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>Credit Earned</i>		<i>Credit Earned</i>
	<i>Final Grade</i>		<i>Final Grade</i>
<i>Course Title</i>		<i>Course Title</i>	
English 9	1.0	English 10	1.0
Algebra I	1.0	Geometry	1.0
Biology w/lab	1.0	Chemistry w/lab	1.0
Geography	1.0	World History	1.0
Latin I	1.0	Latin II	1.0
Logic	1.0	Rhetoric	1.0
Fine Arts: Piano	0.5	Fine Arts: Piano II	0.5
Theology	0.5	Old Testament Survey	0.5
Total Credits: 7.0	GPA: 3.36	Total Credits: 7.0	GPA: 3.14
Cumulative GPA: 3.36		Cumulative GPA: 3.25	
SCHOOL YEAR: 2009-2010	GRADE LEVEL: 11 th	SCHOOL YEAR: 2010 - 2011	GRADE LEVEL: 12 th
	<i>Credit Earned</i>		<i>Credit Earned</i>
	<i>Final Grade</i>		<i>Final Grade</i>
<i>Course Title</i>		<i>Course Title</i>	
English 11	1.0	English 12	1.0
Algebra II	1.0	Trigonometry/Pre-Calculus	1.0
Physics	1.0	US Government	1.0
US History	1.0	Economics *	1.0
Spanish I	1.0	Speech *	1.0
Philosophy	1.0	Spanish II	1.0
Fine Arts: Piano III	0.5	Fine Arts: Drawing	0.5
New Testament Survey	0.5	Apologetics	0.5
Total Credits: 7.0	GPA: 3.57	Total Credits: 7.0	GPA: 3.43
Cumulative GPA: 3.36		Cumulative GPA: 3.38	

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

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

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

HIGH SCHOOL TRANSCRIPT

Student Name _____

Address _____

DOB _____

Student ID _____

Guardian _____

Graduation _____

Telephone _____

9 TH GRADE		
SUBJECT	GRADE	CREDIT
Total		

10 TH GRADE		
SUBJECT	GRADE	CREDIT
Total		

11 TH GRADE		
SUBJECT	GRADE	CREDIT
Total		

12 TH GRADE		
SUBJECT	GRADE	CREDIT
Total		

YEARLY SUMMARY					
SUMMARY	9 TH	10 TH	11 TH	12 TH	TOTAL
CREDITS					
GPA					

I do hereby certify and affirm that this is the official transcript and record of academic studies.

HIGH SCHOOL PORTFOLIO WORKSHEET

TEST SCORES

Test	Date	Score

High School

Graduation Date

Address

Phone

VOLUNTEER & COMMUNITY SERVICE

WORK EXPERIENCE & INTERNSHIP

AWARDS & RECOGNITIONS
