Grace School Associations High School Record

Please read all instructions carefully before beginning this form. Failure to fill this form out correctly causes delays in obtaining transcripts for college or military acceptance or failure to obtain diplomas and scholarships.

Only courses and grades that can be verified will be on the transcript. Grades and documentation for 12th grade is not accepted after September 1 of the graduation year. Grades and documentation for grades 9-11 are not accepted after 6 months after due date.

This form is due by May 22nd for grades 10-12 for scholarship eligibility. Grade 9 may turn in by August 1.

No transcript will be issued without this high-school form.

Instructions: The following table is an example of the proper way to complete the form.

Column 1	Column 2	Column 3	Column 4
TP CP AP H DC	Grade <u>Nine</u> School Year 20 <u>16</u> -20 <u>17</u>	Final Numerical Grade	Units Earned
CP	Algebra I	87	1.0
Н	Biology	91	1.0
Physical Education		100	0.5

All internet courses must be fully documented – progress reports, tests, and/or daily documentation.
Please refer to the high school section of the handbook for details of subjects required and other information.

Column 1: This is where you designate the rigor of the course.

TP: Tech Prep CP: College Prep AP: Advanced Placement H: Honors DC: Dual Credit

*Note: Tech Prep and College Prep carry the same weight in the student's GPA.

Column 2: *Note: You must fill in the grade year and school year in the top row (as highlighted above).

This is where you fill in the title of the course.

*Note: Please do not write a generic title such as Math, Social Studies, etc. Be specific, i.e. Algebra, Physical

Science.

Column 3: This is where you fill in the final numerical grade for the year.

*Note: We do not round. Do not put decimal grades. If you do, we base GPA off the numbers before the decimal. If

you enter a letter grade, we will use the following numerical grades: A = 95, B = 85, C = 75, D = 65.

*Note: Everyone in SC is required to use the Uniform Grading Scale. The scale is as follows:

100 – 90 = A | 89 – 80 = B | 79 – 70 = C | 69 – 60 = D | 59 – 0 = F

Column 4: This is where you place the credit earned for the course.

*Note: If you are unsure of the amount of credit, please ask the publisher. We do not transcript quarter-credits. We

only give credit if the parent gives credit.

Repeat Courses: We do not give credit for the same course if it is taken more than once and the first grade was higher than a 76. If it

is a second or third year course of the same field of study, it must be designated as such: PE II, English III, etc.

English Grammar, Composition, Literature, Vocabulary and Spelling are **all inclusive** in high school English for **one credit**.

Science: Labs are not an additional credit. If all the labs in the curriculum are completed, you may add "with lab" in column 2.

Honors You must have a published syllabus that verifies rigor sufficiently beyond the college prep level. Textbooks and/or

other course materials must also be differentiated. Honors courses may be offered in English, Math, Science and Social Studies. Honors courses may be designated in other areas of study when students are earning their 3rd or 4th

unit in the content area, provided the standards listed above are met.

Parents can also determine criteria if it meets UGS requirements for honors courses.

Dual Credit: Dual credit courses require transcripts or grade reports from the college/technical school your student attended. Dual

credit classes must be listed on the high school form in order to receive high-school credit.

AP: Advanced Placement courses must include test scores for AP credit. AP credit can only be given once AP scores are

received. This is usually in July. GPA will be changed when we receive the AP score but class ranking cannot change

until the end of the following school year.

Correspondence Schools:

If your student receives a report card from the A Beka Academy, Alpha Omega, or Christian Liberty, their report card

is not sufficient. We must still receive this form. Also, SC Attorney General has stated enrollment in

correspondence schools do not satisfy SC Compulsory Attendance Law.

<u>PLEASE</u> make sure all information is correct before submitting this form. You cannot go back and change things from year to year, i.e. – grades, subjects, etc. We will not change a student's transcript once it has been submitted to an institution or after 30 days (whichever comes first). To make changes once your paperwork is submitted is unethical and guestionable.

families opt to take a more economical approand create their own curriculum. To earn a full credit, you must documen minimum of 135 hours. To earn a half-credit, must document a minimum of 70 hours. document a minimum of 70 hours. documentation form is found on page 4 of document. PE: Consists of physical activity and being her conscious. Health curricula can take the place of the work/study hours leaving the remaining hours to be completed in physical activity. Home Ec: Consists of the duties of the hot cleaning, cooking, budgeting, balan checkbooks, planning meals, shopping & prepa meals on a budget, sewing, childcare, etc. Fine Arts: Consists of lessons, practice, performances. These can be combined for 1 Arts Unit. You can also use History of Appreciation of curricula. Work Credits: Consists of work hours; a letter of their supervisor on company letterhead stating	Name of Ho	me School:					
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REVISED 6/5/2022

Date Submitted

Signature of Home School Instructor

Course of Study

Student Name:		Grade:	School Year:			
Start Date:		End Date:				
		st the name of any book(s) the two. This must be turned in v	e student used to complete that with your high school form.			
Course	Name of Book, Publisher, and Date Published OR name of college student took course at.					

DO NOT COMBINE SUBJECTS ON ONE PAGE – USE DIFFERENT PAGE FOR EACH Non-Textbook SUBJECT.

TOTAL HOURS ____