

High School Transcript/preCollege Admissions DaySpring Academy/High School

For transferring student OR transcript for College admissions

Transcript Considerations

In general, list the courses in subject order—ie all englishes, maths, sciences together.

Please try to remember how a college admissions officer or other public school official would view these. Make your subject listing clear and feasible from the standpoint of what the public school official (or college admissions officer) is accustomed to seeing and needs for evaluation for public school placement or college.

ALL courses should be subject specific..not just math or science. It can be General or Basic but should be high school subject.

Avoid "double listing" of subjects. Extensive courses of study *can* be more than one credit but the subject listing should not contain the same subject name twice. Some examples:

If the student earned four Bible credits, do not list each one as "Bible," but differentiate them in some way, i.e. Bible I, Bible II, Bible III or Old Testament Study, New Testament Study, Study of the Prophets.

For two Auto Mechanics courses, use some type of classification, i.e. Basic Auto Mechanics and Advanced Auto Mechanics.

U.S. History and American History should not be listed as two separate credits. This has sometimes happened when an extensive course of study was used. These should be differentiated in some way, i.e., American History through 1860, and American History 1860 through today; or American History and U.S. Government.

English credits -- vocabulary, grammar, literature, spelling -- are generally best combined to read English 9, English 10, English 11, English 12.

Math credits -- these must be described according to course content and the general description "Math" or "Math 9th grade" is not acceptable on a high school level.

Completing per the sample will allow you to tell at a glance which diploma program the student has completed.

Remember, these are *guidelines*, not hard and fast rules. If you have questions, please get the information together as completely as possible and then call.

Fee Enclosed: \$ _____ money order check

This fee includes (check all that apply):

\$35 – with post date Aug 1st to May 15th

\$15 – with post date May 15th through July 30th

\$10 – rush fee

\$15 for a transcript needed just for college before graduation.

Previous grades must come from a <private, public, or church> school enrolled in-if you were not enrolled with a school then you will need to enroll with DSA for me to accept grades for those years.

Please List EACH year enrolled with Grade level and Year. Every subject must have a letter grade and a credit amount. Also include the Days of attendance.(not the DATES of attendance but the actual DAYS school is accounted for) If this form is not completely filled out it will be returned for corrections.

If you will list them according to Courses—this would be helpful such as All English, then all Maths, then all History, all Sciences and then electives. Designate grade level such as 9th or 10th grade work and the year for each grade level.

SAMPLE -----SAMPLE----- SAMPLE -----SAMPLE

Subject	level	Grade	Credit		English	Math	Science	History	Electi
English 9	9	B	1.0		1.0				
English 10	10	A	1.0			1.0			
Physical Science	9	B	1.0				1.0		
Earth Science	10	A	1.0					1.0	
Biology	11	A	1.0						1.0
Consumer Math	9	A	1.0						1.0
Algebra 1	10	A	1.0						1.0
Algebra 2	11	B	1.0		1.0				
Pre-Algebra	9	A	1.0			1.0			
American History	9	A	1.0					1.0	
World History	10	A	1.0						1.0
Government	9	A	0.5				0.5		
Economics	10	A	0.5				0.5		
Ancient Civ	11	A	1.0						1.0
Art	9	B	0.5						0.5
Music	10	B	1.0		1.0				
Spanish	10	B	1.0			1.0			
Home Ec	9	A	1.0				1.0		
Auto MEch	11	B	0.5					0.5	
Physical Education II	10	B	1.0						1.0
Wilderness Survival	11	A	0.5						0.5
Drivers Ed	9	A	0.5					0.5	
American Literature	11	A	1.0		1.0				
Music 11	10	A	1.0						1.0
World Religions	11	A	1.0						1.0
Total			22.0		4.0	3.0	3.0	3.0	9.0

