



## **MACHE 2009 Annual Conference Thursday Workshops**

**Workshop:** High School Transcript Clinic: Practical Helps and Tips

**Speaker:** Diane Kummer & Becky Cooke, HSLDA High School Coordinators

**Session:** Homeschooling Through High School **Time:** 3:30 p.m.

Creating a high school transcript is easy yet a vital part of your child's high school records. In this interactive, practical seminar you'll create a transcript that can be used as a pattern when designing your own. We'll guide you through transcript essentials, evaluation of credit, grading guidelines and scales, and calculation of grade point averages (GPA's). In addition, you'll receive sample transcripts depicting other formats for you to consider.

### **Introduction**

- Definition
- Formats
- Reasons for a transcript
- Providers

### **Transcript Sections**

- Personal/parent info
- School info
- Academics
  - Grade level
  - Course title
  - Credits
  - Final grade
- Academic Summary
  - GPA
  - Grade table/scale

- Graduation date
- Special notes
- Signature and date

### **Interactive – creating transcript**

- School name
- Personal information
  - Full name
  - Parent info
  - Social Security (optional)
  - Contact information
- Body
  - Grade levels
  - Course titles
  - Credits
  - Grades
  - GPA
  - Grading scale
- Signature, title, date

### **Conclusion**

## Recommended Resources

### General HSLDA Links

- Home School Legal Defense Association  
[www.hsllda.org](http://www.hsllda.org)
- HSLDA's Homeschooling Thru High School webpages  
[www.hsllda.org/highschool](http://www.hsllda.org/highschool)
- For HSLDA members:  
HSLDA High School Coordinators: Becky Cooke and Diane Kummer  
[www.hsllda.org/contactstaff](http://www.hsllda.org/contactstaff)  
540-338-5600

### High School Email Newsletter Links

- Subscribe to the free monthly Homeschooling Thru High School email newsletters:  
[www.hsllda.org/highschool](http://www.hsllda.org/highschool)
- Newsletter archives on other high school topics:  
<http://www.hsllda.org/highschool/newsletter.asp>

### Transcript Sample Forms and GPA Information

<http://www.hsllda.org/highschool/academics.asp#transcripts>

### Transcript Resources

- *Transcript Boot Camp on DVD* and *Transcript Pro* by Inge Cannon, EducationPLUS,  
[www.edplus.com](http://www.edplus.com).
- *The Homeschooler's Guide to Portfolios and Transcripts* by Loretta Heuer, M.Ed.
- *Homeschooling High School: Planning Ahead for College Admission* by Jeanne Gowen Dennis
- *The High School Handbook* by Mary Schofield

### Additional High School Resources

- Grading Guidelines, <http://www.hsllda.org/highschool/docs/GradingGuidelines.asp>
- Evaluation of Credits, <http://www.hsllda.org/highschool/docs/EvaluatingCredits.asp>
- "Preparing for College" article, <http://www.hsllda.org/docs/nche/000000/00000019.asp>

### Home School Legal Defense Association's High School Brochures

<http://www.hsllda.org/highschool/brochures.asp>

- Developing a Plan for High School: Sample 4-Year Plans
- Recordkeeping for High School: Simplifying the Process
- Homeschooling the College Bound: Successfully Navigating the Road to Admissions
- It's Off to Work We Go: Homeschooling for the Marketplace, the Home Front, or the Military
- Keeping on Track: A Time for High School

### HSLDA High School Coordinators' Blog

<http://www.hsllda.org/highschool/blog.asp>