


# Simple Transcripts and Recordkeeping

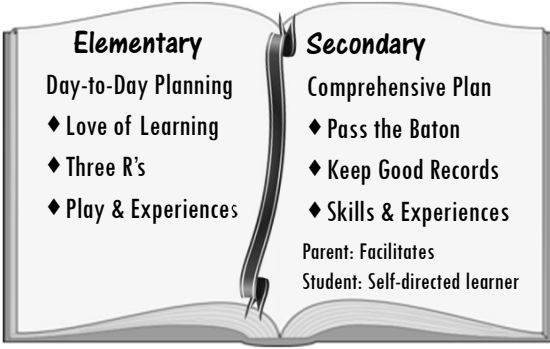


**Credits**  
*Before College*

Simple Transcripts and  
Record Keeping  
Kristin Lackie

CreditsBeforeCollege.com

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Elementary	Secondary
Day-to-Day Planning	Comprehensive Plan
◆ Love of Learning	◆ Pass the Baton
◆ Three R's	◆ Keep Good Records
◆ Play & Experiences	◆ Skills & Experiences
	Parent: Facilitates
	Student: Self-directed learner

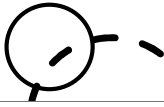
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*Our Why*

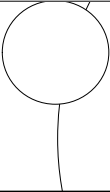
**Graduate Equipped...**  
To graduate creative, resourceful, critical thinkers  
who love the Lord and are positioned to act on His Call.

Parent Perspective:  
"Follow our plan until you have something better."

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**Record Keeping**




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**Graduating Your Homeschool Student**

Homeschool PARENTS:

- Set graduation requirements
- Prepare your student's transcript
- Sign your student's high school diploma




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**Check Your  
State's Homeschool Statute**

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# Simple Transcripts and Recordkeeping




**Minnesota Statute 120A.24 Subd. 2 REPORTING**  
 Homeschoolers must maintain documentation indicating that the required subjects are being taught and an annual assessment has been administered.

“This documentation must include class schedules, copies of materials used for instruction, and descriptions of methods used to assess student achievement.”

NOTE: Daily schedules are NOT required.

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### Required vs. Recommended Records




1. Satisfy State Requirement
2. College admission
3. If you decide to re-enroll in public school
4. **Motivating for Student:** Grades and credits record achievements
5. **Reference for Student:** Official documentation, memory jog for essays, etc
6. **Reference for Parent** (repeat with younger)

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### 5 Recommended Types of Records

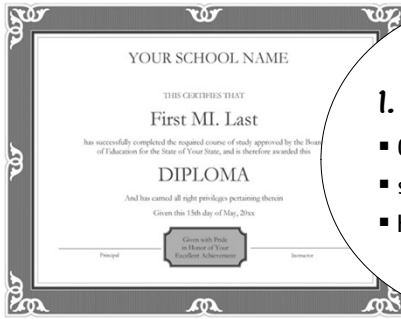
There are many right ways to keep records.

1. Diploma
2. Transcript
3. Course Portfolio
4. Test Scores and Official Docs
5. Activities and Awards



[CreditsBeforeCollege.com/record-keeping-guide](https://CreditsBeforeCollege.com/record-keeping-guide)

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### 1. Diploma Template

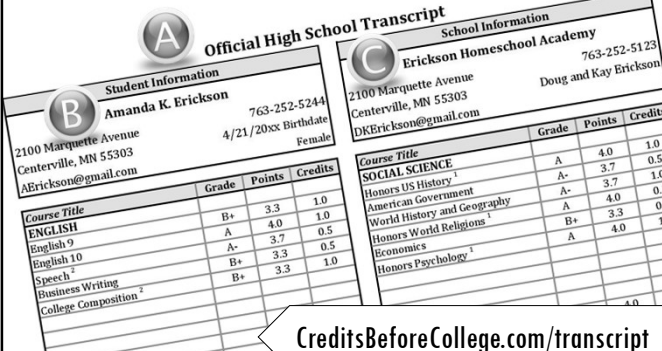
- CreditsBeforeCollege.com
- store.HSLDA.org
- Homeschool Diploma.com

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### 2. Transcript Basics

1. Author: YOU!
2. Purpose:
  - Record of high school-level work (Academic Resume)
  - Application for College • Scholarship • Employer
3. Typed, professional-looking
4. One-page
5. “Standard” format: Course name, grade, credit earned

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**Official High School Transcript**

**Student Information**  
 Amanda K. Erickson  
 2100 Marquette Avenue  
 Centerville, MN 55303  
 AErickson@gmail.com  
 763-252-5244  
 4/21/20xx Birthdate  
 Female

**School Information**  
 Erickson Homeschool Academy  
 2100 Marquette Avenue  
 Centerville, MN 55303  
 DK Erickson@gmail.com  
 763-252-5123  
 Doug and Kay Erickson

Course Title	Grade	Points	Credits
ENGLISH	B+	3.3	1.0
English 9	A	4.0	1.0
English 10	A-	3.7	0.5
Speech <sup>1</sup>	B+	3.3	0.5
Business Writing	B+	3.3	1.0
College Composition <sup>2</sup>			

Course Title	Grade	Points	Credits
SOCIAL SCIENCE	A	4.0	1.0
Honors US History <sup>1</sup>	A-	3.7	0.5
American Government	A-	3.7	1.0
World History and Geography	A	4.0	0.5
Honors World Religions <sup>1</sup>	B+	3.3	0.5
Economics	A	4.0	1.0
Honors Psychology <sup>1</sup>			

[CreditsBeforeCollege.com/transcript](https://CreditsBeforeCollege.com/transcript)

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# Simple Transcripts and Recordkeeping

2100 Marquette Avenue Centerville, MN 55303 AErickson@gmail.com		4/21/2015	Female	Director	Grade
Course Title	Grade	Points	Credits	Course Title	Grade
ENGLISH	B+	3.3	1.0	SOCIAL SCIENCE	A
English 9	A	4.0	1.0	Honors US History <sup>1</sup>	A-
English 10	A-	3.7	0.5	American Government	A-
Speech <sup>2</sup>	B+	3.3	1.0	World History and Geography	A
Business Writing	B+	3.3	1.0	Honors World Religions <sup>1</sup>	B+
College Composition <sup>2</sup>				Economics	A
				Honors Psychology <sup>1</sup>	A
				HEALTH/PHY ED	A
MATH	A-	3.7	1.0	Health 9 First Aid w/CPR	A
Geometry	B+	3.3	1.0	Play Ed	A
Algebra 1	A	4.0	1.0	Tennis <sup>2</sup>	A
Honors Algebra 2 <sup>1</sup>	B+	3.3	1.0		
Statistics <sup>2</sup>				ELECTIVES	
				Drafting	
				Fine Arts: Piano II	
				Fine Arts: Drawing	
				Computers and Technology	
				Bible	

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### 3. Course Portfolio

1. Course title
2. Instructor & location (if not the parent)
3. Course outline, text, resources
4. Reading list, major projects
5. Outside learning experiences
6. Syllabus & grade reports from other instructors
7. Science lab notebooks

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**Awarding Credits**

**1 Credit = 120-180 hours**

**.5 Credits = 60+ hours**

- 75+% of high school text
- Passing college course

Title	Grade	Points	Credits
ENGLISH	B+	3.3	1.0
English 9	A	4.0	1.0
English 10	A-	3.7	0.5
Speech <sup>2</sup>	B+	3.3	1.0
Business Writing	B+	3.3	1.0
College Composition <sup>2</sup>			
MATH	A-	3.7	1.0
Geometry	B+	3.3	1.0
Algebra 1	A	4.0	1.0
Honors Algebra 2 <sup>1</sup>	B+	3.3	1.0
Statistics <sup>2</sup>			

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Grade	4.0 Scale
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

**GPA**

Grade Points x Credits

(B) 3.0 x 1 = 3

(A) 4.0 x .5 = 2

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5 ÷ 1.5 = 3.33

Grade	4.0 Scale
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

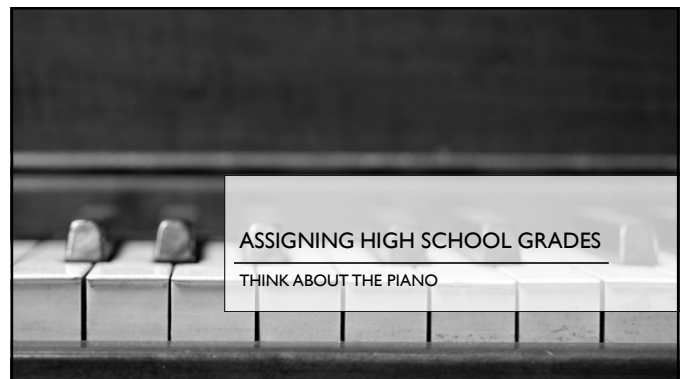
Cumulative GPA / Credits 3.69 / 24.0

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### Grading: Helpful Hints

1. Document vs. Assigning (student-earned)
2. Determine method in advance
3. Clearly communicate expectations
4. Graph paper or software
5. Math — tests only
6. Subjective (music) — self-determined rubric
7. Attitude and Effort matter!
8. Avoid appearance of grade inflation

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# Simple Transcripts and Recordkeeping

**OBJECTIVE**

- Everything we teach as homeschoolers we can evaluate the same way a piano teacher evaluates student performance
- Evaluating is not optional
- What did they do with their knowledge
  - Papers
  - Speech
  - Project
  - Test
- Focus on learning

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**FINAL GRADE IS A SUMMARY (SMOOTHIE) OF ALL EVALUATION**

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**Reminders**

You are homeschooling for a reason ...

- HISTORY (Character)
- SCIENCE & MATH (Order and Reason)
- ENGLISH (Ambassadors for Christ)
- FINE ARTS (God is creative)

- To the best of your child's ability. YOU determine the standards for your child.
- Character over Curriculum
- Wisdom over Grades
- Don't get distracted from YOUR WHY

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**Course Titles**

Advanced Honors AP<sup>®</sup> Essentials of Introductory

**Plus Electives = Total Credits 22-28**

Course	Grade	GPA	Credits
MATH: Geometry	B	3.0	1.0
MATH: Algebra 1	B	3.0	1.0
MATH: Honors Algebra 2	B	3.0	1.0
MATH: Statistics	B	3.0	1.0
SCIENCE: Physical Science w/Lab	B+	3.3	1.0
SCIENCE: Honors Environmental Science <sup>1</sup>	A	4.0	1.0
SCIENCE: Biology w/Lab	A-	3.7	1.0
SCIENCE: Chemistry w/Lab <sup>2</sup>	B	3.0	1.0
HEALTH/PHY ED: Health 9 Fr	A	4.0	0.5
HEALTH/PHY ED: Play Ed	A	4.0	0.5
HEALTH/PHY ED: Tennis	B	3.0	0.5
ELECTIVES: Drafting	B	3.0	0.5
ELECTIVES: Fine Arts: Piano II	B	3.0	0.5
ELECTIVES: Fine Arts: Drawing	B	3.0	0.5
ELECTIVES: Computers and V	B	3.0	0.5
ELECTIVES: Bible	B	3.0	0.5
ELECTIVES: Logic I - Rhetoric	B	3.0	0.5
ELECTIVES: Personal Finance	B	3.0	0.5
ELECTIVES: Career Explorat	B	3.0	0.5

**Standardized Tests**

Date	Composite Score
Oct 20xx	1260
Dec 20xx	27

**Cumulative GPA / Credits** 3.69 / 24.0

<sup>1</sup> Passed the CLEP / DSST exam for college credit  
<sup>2</sup> Taken at Elm Hills Community College

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Course	Grade	GPA	Credits
SCIENCE: Physical Science w/Lab	B+	3.3	1.0
SCIENCE: Honors Environmental Science <sup>1</sup>	A	4.0	1.0
SCIENCE: Biology w/Lab	A-	3.7	1.0
SCIENCE: Chemistry w/Lab <sup>2</sup>	B	3.0	1.0

**Standardized Tests**

Date	Composite Score
Oct 20xx	1260
Dec 20xx	27

**Extra Curricular Activities and Honors**

Activity	Term
Civil Air Patrol	20xx - present
Media Team Church Volunteer	20xx - 20xx
Swim Team, Team MVP Award	20xx, 20xx
Summer Camp Counselor	20xx, 20xx
Church Youth Summer Missions Trip	20xx, 20xx

**Cumulative GPA / Credits** 3.69 / 24.0


**Graduation Date:** May 20, 20xx

Administrator/Instructor Transcript certified by: Doug Erickson

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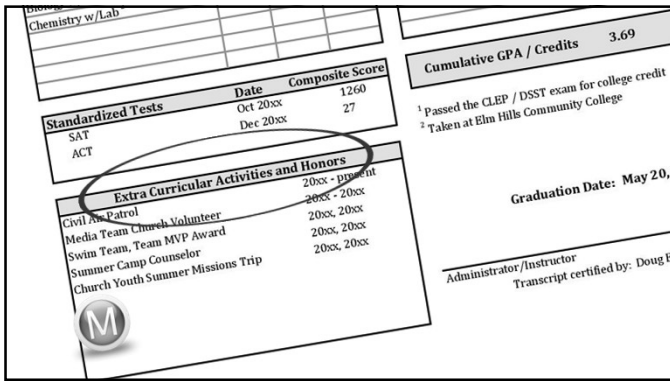
**4. Test Scores and Official Documents**

1. Annual and Standardized Tests
2. Institutional Records
3. Assessments
4. CLEP & DSST exam scores



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# Simple Transcripts and Recordkeeping



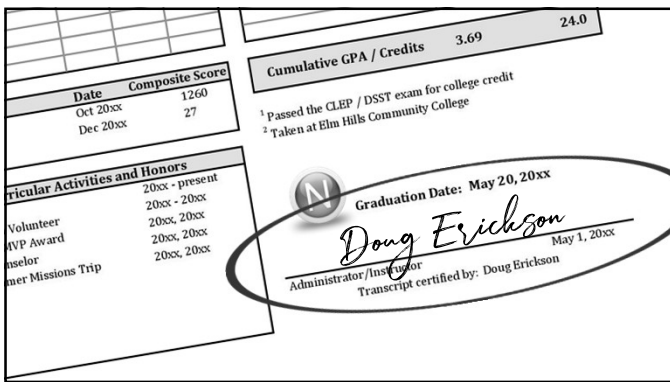
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## 5. Activities and Awards

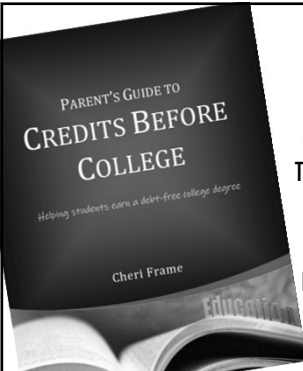
1. Elective Course Hours/Activities
2. Community Activities
3. Team Participation
4. Leadership Positions
5. Awards, Recognitions, Honors
6. Certifications / Certificates
7. Letters of Recommendations



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**Credits Before College**

Transcript and Diploma Template \$19.95  
➤ [CreditsBeforeCollege.com/transcript/](https://CreditsBeforeCollege.com/transcript/)

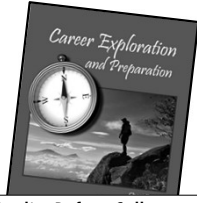
Included FREE w/ book purchase \$39.95

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### Career Exploration and Preparation

- Grades 9-12
- Student Directed
- Minimal Parent Prep



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- Ages 16+
- Comprehensive Online Assessment
- Personalized Consultation



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Curriculum for Grades 7-12, includes test-specific study

Environmental Science

World Religions

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with purchase of any 3 books

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