



## HOME SCHOOL TRANSCRIPT INFORMATION

### Transcript Submission

Transcripts may be created and submitted by a parent/guardian or they may be submitted by an umbrella program. See [home school umbrella program](#) for additional information on umbrella programs.

### Transcript Information Requirements

All home school transcripts must include the following to be considered sufficient/official:

- » Ninth grade start date (mm/dd/yyyy).  
*Note:* This date should reflect when the student started ninth grade, regardless of where the student was attending ninth grade and/or if the student completed any pre-ninth grade coursework.
- » Course titles.
- » Grades achieved.
- » Units of credit for each course. Increments of .25, .50, .75, 1.0 or .34 or .67.  
*Note:* No course shall receive more than 1.0 unit of credit.
- » Grading scale (if numeric grading is used, alpha/letter equivalent needed).  
*Example:* 100-90 = A; 89-80 = B; 79-70 = C; 69-60 = D; 59-0 = F.
- » Signature from the home school administrator.
- » Academic year in which the course was taken (e.g., “11th Grade,” “Junior Year 2023-24”).
- » Graduation date (mm/dd/yyyy).
- » Full name and complete home address of student.

### ADDITIONAL INFORMATION

If ANY of the above information is missing, the transcript may NOT BE USED.

### Dual-Enrollment Coursework Crediting

Dual-enrollment coursework may be used to satisfy NCAA core-course requirements if the courses appear on the home school transcript with grade and credit and meet all other requirements for core courses. Dual-enrollment coursework must also be clearly designated on the student’s home school transcript as a college course and should indicate where the college course was completed, listing the name and location (city and state) of the two- or four-year school attended. The home school administrator will determine the amount of credit to be awarded for the completion of a dual-enrollment course. For dual-enrollment coursework completed at a two- or four-year college, no Core-Course Worksheet is required but the college transcript must be provided.

*Note:* Whether core-course or dual enrollment, no course shall receive more than 1.0 unit of credit in an academic certification.

## Grading Scale Examples

The following examples indicate the information required on a grading scale, as well as two variations of how the grading scales may be presented.

*Note:* If courses are awarded pass/fail, the “pass” grades will be awarded a letter grade of D.

### Example A:

- » A=numerical value (e.g., A=100-90)
- » B=numerical value (e.g., B=89-80)
- » C=numerical value
- » D=numerical value
- » F=numerical value

### Example B:

<b>Letter</b>	<b>Value Range</b>	
A	100	90
B	89	80
C	79	70
D	69	60

# HOME SCHOOL TRANSCRIPT EXAMPLE

Student Information	School Information
<b>Name:</b> Rosie Runner <b>Address:</b> 1600 One Mile Trail Speedway, Indiana 46111 <b>Phone:</b> 333-123-4567 <b>Email:</b> fast_runner@email.com <b>Date of Birth:</b> mm/dd/yyyy <b>9th Grade Start Date:</b> mm/dd/yyyy <b>Graduation Date:</b> mm/dd/yyyy <b>Parent/Guardian(s):</b> Randall and Ruby Runner	<b>Name:</b> Runner Academy <b>Address:</b> 1600 One Mile Trail Speedway, Indiana 46111 <b>Phone:</b> 333-123-4567 <b>Email:</b> runner_academy@email.com

## Academic Record

GRADE/YEAR	COURSE	GRADE	CREDIT
8th 2021-22	Algebra I	A	1.0
9th 2022-23	Geometry	A	1.0
	English 9	A	1.0
	Geography	A	1.0
	Physical Science	A	1.0
	Spanish I*	B	1.0
	Strength Training I	A	1.0
	Health	A	1.0
10th 2023-24	Algebra II	A	1.0
	English 10	A	1.0
	World History	A	1.0
	Biology with Lab	A	1.0
	Spanish II*	B	1.0
	Strength and Training II	A	1.0
	Music Appreciation	A	1.0
	Critical Thinking	B	1.0
	11th 2024-25	Pre-Calculus	B
	English 11	B	1.0
	Composition I**	B	1.0
	American History	A	1.0
	Chemistry	A	1.0
	Spanish III*	A	1.0
	Government	B	1.0
12th 2025-26	English 12	A	1.0
	Composition II**	B	1.0
	Physics	A	1.0
	Western Civilization	B	1.0
	College Spanish**	B	1.0
	Economics	A	1.0
	Strength Training III	A	1.0

### Notes

\*Course completed at XYZ Virtual School.

\*\*Dual enrollment at Marathon College (Indianapolis, IN). The official two- or four-year college or university transcript is required.

### Grading Scale

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

### Academic Summary

Cumulative GPA: 3.666  
Credits Earned: 30  
Diploma Earned:  
Expected Graduation Date:  
mm/dd/yyyy

Home School Administrator: Ruby Runner Date: mm/dd/yyyy

**HIGHLIGHTED ITEMS ARE REQUIRED.**  
**TRANSCRIPTS WITHOUT THESE ITEMS MAY NOT BE USED.**