HIGH SCHOOL TRANSCRIPT

EDITABLE COURSE, GRADE AND CREDIT RECORD



A Filled-In Transcript (Invented Student)

Maya R. and every course here are invented; nothing describes a real student. This is the four-year page from page 4, filled in.

Student name	Class of	School or program
Maya R. (invented)	2030	Example High (invented)

9th Grade School year 2026-27

Course	Grade	Credits
English 9	B	1.0
Algebra 1	A	1.0
Biology	B	1.0
World History	A	1.0
Spanish 1	B	1.0
PE and Health	A	0.5
Art 1	A	0.5
Credits this year		**6.0**

10th Grade School year 2027-28

Course	Grade	Credits
English 10	B	1.0
Geometry	B	1.0
Chemistry	C	1.0
US History	A	1.0
Spanish 2	B	1.0
Music	A	0.5
Computer Basics	A	0.5
Credits this year		**6.0**

11th Grade School year 2028-29

Course	Grade	Credits
English 11	A	1.0
Algebra 2	B	1.0
Physics	B	1.0
Government	A	0.5
Economics	B	0.5
Spanish 3	B	1.0
Art 2	A	0.5
Credits this year		**5.5**

12th Grade School year 2029-30

Course	Grade	Credits
English 12	A	1.0
Precalculus	B	1.0
Environmental Science	A	1.0
Psychology	A	0.5
Sociology	B	0.5
Photography	A	0.5
PE and Health 2	A	0.5
Credits this year		**5.0**

How these totals were made

- Each year's credits are the credits in that column added up: 6.0 + 6.0 + 5.5 + 5.0 = 22.5.
- 28 courses in all. Grades: 15 A, 12 B, 1 C. The GPA box is left blank: your own scale and method decide it.

High School Transcript – Example

18 PAGES



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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a line, a box or a table cell, type, and Save As.
- Every name and date line, every course, grade and credit cell, every box and every signature line is a type-in field. Save a copy for each student.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit. Every line is black or gray and every box is drawn in line, so the pages photocopy in black and white.

A transcript is a student record

Keep filled-in copies where your school or family keeps student records. This file is a blank form. Your school, district or program decides what a transcript must show and what makes it official, and this file does not say what those rules are. The pages leave a blank line wherever your own rule goes.

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PREVIEW

High School Transcript

Four years on one page. Type each course, its grade and its credits.

Name

School or program

Student ID

Date of birth

Graduation date

9th Grade School year

Course	Grade	Credits
Credits this year		

10th Grade School year

Course	Grade	Credits
Credits this year		

11th Grade School year

Course	Grade	Credits
Credits this year		

12th Grade School year

Course	Grade	Credits
Credits this year		

Total credits

GPA (your own method)

Date

Signature

Printed name and title

PREVIEW

Transcript by Semester: 11th and 12th Grade

Continue from the page before. The boxes at the foot are yours to fill in.

Student name _____ Total credits _____ GPA (your own method) _____

11th Grade School year _____

Semester 1

Course	Grade	Credits
Semester credits		

Semester 2

Course	Grade	Credits
Semester credits		

12th Grade School year _____

Semester 1

Course	Grade	Credits
Semester credits		

Semester 2

Course	Grade	Credits
Semester credits		

Signature _____ Date _____

PREVIEW

Homeschool Transcript: 9th and 10th Grade

Add the provider or curriculum next to each course. The next page holds 11th and 12th grade.

Home school name _____ Parent or administrator _____

Student name _____ Date of birth _____ Graduation date _____

9th Grade School year _____

Course	Provider or curriculum	Grade	Credits
Credits this year			

10th Grade School year _____

Course	Provider or curriculum	Grade	Credits
Credits this year			

PREVIEW

Grading Scale Key

Every line is blank. Write your own scale, exactly as your school or program uses it.

School or program _____ Scale in use since _____

Letter or mark	Range	Points	What it means

PREVIEW

Your own rules, in your own words

One credit is _____

Pass or fail courses are recorded as _____

Honors or advanced courses are marked as _____

A repeated course is recorded as _____

Course Descriptions

Write a short description for each course. Many homeschool families keep these with the transcript.

Course Description

Course name

Year taken

Credits

Grade

Provider or curriculum

What the course covered

Books, materials and major work

Course Description

Course name

Year taken

Credits

Grade

Provider or curriculum

What the course covered

Books, materials and major work

PREVIEW

Note Starters

12 starters in 4 groups. Each ends in a blank for a name, a course or a date. Finish it in your own words.

Course descriptions

A one-year course in ____ that uses ____.

Students read, write and talk about ____ each week.

Work is graded on ____, ____ and ____.

Counselor remarks

Transferred in from ____ on ____.

This course was repeated in ____ to replace ____.

Courses still in progress on ____: ____.

Grade notes

The grade is based on ____ (tests, projects, ____).

This course was taken at ____ during ____.

Credit was given for ____ hours of work, as set by ____.

Cover note

Enclosed is the transcript for ____, class of ____.

Please contact ____ at ____ with any questions.

The grading scale is on the key page of this transcript.

Your own starters

Your own starters

PREVIEW

A Filled-In Transcript (Invented Student)

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Student name: Maya R. (invented)

Class of: 2030

School or program: Example High (invented)

9th Grade

School year 2026-27

Course	Grade	Credits
English 9	B	1.0
Algebra 1	A	1.0
Biology	B	1.0
World History	A	1.0
Spanish 1	B	1.0
PE and Health	A	0.5
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School year 2027-28

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School year 2028-29

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Credits this year		**5.5**

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School year 2029-30

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