

# DAYSPRING ACADEMY HIGH SCHOOL TRANSCRIPT REQUEST

## For transferring student OR transcript for College admissions

### **Transcript Considerations**

In general, list the courses in subject order—ie all English credits together, all math credits together, etc...

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 a 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, spelling -- are generally best combined to read English 9, English 10, English 11, English 12. With separate listing for Literature studies, ie...American Lit, Contemporary Lit.

Math credits -- these must be described according to course content and the general description "Math" or "Math 9<sup>th</sup> 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 email.**

**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 include an official transcript with this form!**

**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.**

**Please follow the sample provided. Listing them according to all courses is helpful, such as All English, all History, all Science, all Math and then electives. Designate grade levels such as A, B, C, D, F grade work and the credit amount for each, followed by totals for all courses. You may print out the table twice if not enough space is provided in the table given.**

**\*\*Returned check fee is \$45\*\***

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

Subject	Class/Course Title	Grade	Credit		Total
<b>ENGLISH</b>	English 9	B	1		
	English 10	A	1		
	English 11	B	1		
	English 12	A	1		
					4
<b>HISTORY</b>	U.S. History I	A	1		
	U.S. History II	B	1		
	Ancient Civilizations	A	1		
	U.S. Government	A	.5		
	World History	A	1		
					4.5
<b>SCIENCE</b>	Biology	A	1		
	Physical Science	B	1		
	Agri-Science	B	1		
	Chemistry	B	1		
					4
<b>MATH</b>	Pre-Algebra	A	1		
	Algebra I	B	1		
	Algebra II	B	1		
	Consumer Math	A	1		
					4
<b>ELECTIVES</b>	Wilderness Survival	A	.5		
	Music / Piano I	A	1		
	Physical Education I	B	.5		
	Photography	A	1		
	Bible I	A	.5		
	Art History	A	1		
	Health	A	.5		
Art	B	1			
					8
<b>TOTAL</b>					<b>22.5</b>

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**Date of Request:** \_\_\_\_\_ **Date of ( )Withdrawal or ( )Graduation** \_\_\_\_\_

**Parent(s) Name(s)** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Student DOB** \_\_\_\_\_ **Date of enrollment with DSA** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone number** \_\_\_\_\_ **e-mail** \_\_\_\_\_

\_\_\_\_\_ **Total Enclosed** ( ) PayPal: dayspringacademy1996@gmail.com  
 ( ) MO ( ) check-allow 2 weeks for processing

**Choose:**

\_\_\_\_\_ **\$18- Pre College Admissions-Also enclose envelope stamped and addressed to college**

\_\_\_\_\_ **\$50- High School Transcript- (Transfer / Non-Graduating)**

\_\_\_\_\_ **3%- PayPal Service Fee when using Paypal**

Subject	Class/Course Title	Grade	Credit		Total
<b>ENGLISH</b>					
<b>HISTORY</b>					
<b>SCIENCE</b>					

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<b>MATH</b>					
<b>ELECTIVES</b>					
<b>TOTAL</b>					

**Days of Attendance for each grade level recorded-Total DAYS for each year!!**

YEAR \_\_\_\_\_ GRADE \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

YEAR \_\_\_\_\_ GRADE \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

YEAR \_\_\_\_\_ GRADE \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

YEAR \_\_\_\_\_ GRADE \_\_\_\_\_ ATTENDANCE \_\_\_\_\_

**CERTIFICATION**

I certify that the above is a true and correct report.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_