



# WebSource

## For the Classroom

## Your Transcript

### Discussion Questions

- What is a transcript?
- What are they used for?

### Activity: What is a Transcript?

Students will learn what a transcript is and what it is used for.

#### MATERIALS

- Sample transcript (one per student)

#### PROCEDURE

1. Explain to the class that when they apply for colleges, they will need to submit a transcript. Explain to the class what a transcript is.
  - A high school transcript shows a student's grades, classes and GPA.
2. As a class, create a list on the board of why the information on a transcript is so important.
  - It will show student's steadiness in grades.
  - It will help show college admission officers if a student is ready for their college or not.
  - It reflects a student's dedication to the work they put in while in high school.
  - It will show types of classes a student took. (AP/IB classes – serious about preparation for college.)
  - It will show the number of pass/fail classes.
  - Some transcripts show a behavior record.
3. Pass out sample transcripts, one to each student, and have students take out something to write with.
4. As a class, go over the sample transcript. Explain to them what each section represents. Write notes on the board for each section – students should also write notes on their sample sheet.

## HIGH SCHOOL TRANSCRIPT SAMPLE

Name: Jane Doe  
 Address: 1234 Blueberry Rd  
 Big Town, State, Zip

Gender: F      Birth Date: 01/04/2001

School Name: Blueberry Hill High  
 Phone: 111-222-3333

Graduation Date: 5/2017  
 Person to Contact: Dad or Mom's Name

Grade	Year	Course Title	1 <sup>st</sup> Semester		2 <sup>nd</sup> Semester		Final		Yearly Cumulative Totals	
			Grade	Credit	Grade	Credit	Grade	Credit	Credits	GPA
9	01-02	Algebra I	B	0.50	B	0.50	B	1.0	6.5	3.2
		Geography	B	0.50	B	0.50	B	1.0		
		Grammar & Composition I	A	0.25	A	0.25	A	0.5		
		Literature I	A	0.25	A	0.25	A	0.5		
		Biology I	C	0.50	A	0.50	B	1.0		
		Biology I Lab	B	0.25	B	0.25	B	0.5		
		PE	A	0.25	B	0.25	A	0.5		
		Health	B	0.25	B	0.25	B	0.5		
		Art I	B	0.50	B	0.50	B	1.0		
10										
11										
12										

Credits and Grading Scale: A 90-100; B 80-89; C 70-79; D 60-69; F below 60

Weight for one-credit courses (120 hours): A=4; B=3; C=2; D=1; F=0

AP Courses: A=5; B=4;

C=3

Activities: Library Volunteer, DAR Member, Art Guild Member, Museum Volunteer

ACT Score \_\_\_\_ date \_\_\_\_      SAT Score \_\_ date \_\_\_\_

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