



HOME SCHOOL HIGH SCHOOL TRANSCRIPT GUIDELINES

The home school high school transcript must clearly display the following information:

- 1) Student's name (first, middle, last) and date of birth
- 2) For each course completed, include the following:
 - Specific course title
 - Units of credit for each
 - Time frame or semester in which completed
 - Grade received
- 3) Description of grading system used such as a grade scale or grade key
- 4) Graduation date (month/day/year) indicating completion of secondary school education
- 5) The home school administrator is the person who organized, taught, and evaluated course work. If the home school administrator is not the parent named in item 7 below, include the name of the home school administrator.
- 6) The following statement, or one very similar, is to appear above the parent signature line described in item 7 below:

I, the undersigned, do hereby solemnly attest that this student has completed a secondary school education in a home school setting on the date indicated and under the laws governing the state and county in which the home schooling occurred.
- 7) Name and address of parent or legal guardian* with a space for their signature. The transcript is to be signed in the presence of the Notary Public (see item 8 below).

*If legal guardian, enclose with the transcript a court or other document verifying legal guardianship.
- 8) The transcript must be notarized; to include:
 - Notary Public Signature
 - Printed Name
 - Date
 - State / County
 - Date Commission Expires

The transcript must be mailed by the preparer directly to the college Admissions and Records Office.

If assistance is needed in creating a home school high school transcript, the following website may be helpful:
www.hslda.org