



Home School Transcript Worksheet

Here at Point University, we welcome home-schooled students and value their presence in our community. As a service to any home-schooled student who may be interested in Point, we have created an easy-to-use transcript worksheet that can simply be filled in with the appropriate information will calculate GPA, saving you time and frustration. We have created this tool for your convenience, so feel free to use and adapt it to fit your individual home-schooling needs.

This Microsoft Excel spreadsheet is currently set up to be filled in and printed as an official transcript to use during the college admission process. Home-schooled applicants are by no means required to use this format, but the information included on this worksheet should be included on any transcript set to Point University during the admission process.

Below is a brief overview of how to use this worksheet:

Personal Information Section

- **Student Name:** This field should include the student's full legal name, exactly as shown on his or her social security card.
- **Social Security Number (SSN):** While Social Security number privacy is a real concern, it is important to include this information on a transcript. The federal government uses a student's SSN for processing financial aid. As a result, the student's financial aid information must match up with his or her admission records to avoid any issues in the financial aid process. It is also helpful for accurately matching the transcript to the correct student, in the event that two applicants have the same or similar names.
- **Total Credit Earned:** This number is automatically calculated by the worksheet when the credits for each class are totaled based on columns **C** and **I**.
- **Cumulative GPA:** This number is automatically calculated on the worksheet by adding up the total **Quality Points** and dividing it by the **Total Earned Credits**.

Course Section

- **Course Title:** Each course should be listed on a separate line.
- **Date Complete:** For home-schooled student, completion dates can vary depending on the individual student's needs and schedule. Putting the completion date on transcripts helps admission staff members determine course load and complete speed.
- **Credit (CR):** Typically, a year-long course is calculated as 1 credit or Carnegie Unit. The Carnegie Unit is the standard unit of measure for evaluating secondary courses in terms of college entrance requirements. One Carnegie Unit represents a minimum of 120 hours of classroom learning time, usually the equivalent of five 50-minute class periods each week, for 36 weeks, over the course of a year. One semester of similar coursework would receive one-half credit.

- **Grade:** Grades can be recorded as letter or numerical values, depending on your preference, but you must be consistent throughout the entire transcript. Also, be sure to record your grading scale at the bottom of the first page (row 45).
- **Quality Points:** Quality points are used to convert the course's letter grade to a standard 4.0 scale, while also maintaining the correct credit weight. Below is the standard 4.0 letter grade scale for one-credit class:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

For instance, if a student completes a one-credit English course, earning an "A" in the course, the course receives four points. However, if the student receives a "C" in the same course, he or she will earn only two quality points. For courses worth one-half credit, the quality point is divided by two. Therefore, if a student receives an A in a course only worth one credit, he or she earns two quality points for the course. The use of this system helps ensure that classes are given the proper weight when calculating GPA.

- **Total Earned:** The worksheet will automatically add up total credits for the specified school year, as well as quality points in the proper columns.
- **Signature & Date:** The signature of the primary instructor for the home schooled student certifies the transcript's authenticity, just as the academic seal or registrar's signature does for a standard high school.

Standardized Test Section

- Recordings of SAT and ACT test scores should include the date of when the exam was given, as well as scores for each section of the exam.
- **SAT High Section Scores:** Out of all instances of the SAT, record the highest score in each section. The worksheet will automatically total up the cumulative scores. Note that only the SAT takes the highest out of each section as your cumulative score (the ACT does not).