Career and College Promise (CCP)
High School Transcript Checklist

Public/Private/Charter Transcripts

Public/Private/Charter Transcript Requirements

Public/Private/Charter Transcripts must have the following information listed:

- ☐ Name of School, School Address, and Transcript Print Date
- ☐ **All** courses on one High School transcript (all pages)
- ☐ Completed courses broken down by academic year (Example: 2025 - 2026 / 12th Grade)
- ☐ Courses in progress broken down by academic year (Example: Precalculus – Grade: -)
- ☐ Projected/Expected High School Graduation Date (Ex. June 1, 2026)
- ☐ **Unweighted, Cumulative GPA on a 4.0 scale**
  NOTE: School representative must provide an updated transcript or memo with unweighted, cumulative GPA on 4.0 scale if 1) GPA is on a 5.0 scale or 2) GPA is not calculated on the high school transcript.

****Unofficial transcripts are acceptable for submission**

****Submit most current, updated high school transcript for review**

Homeschool Transcripts

Homeschool Transcript Requirements

Homeschool Transcripts must have the following information listed:

- ☐ **All** courses on one high school transcript (all pages)
  NOTE: This includes any schools previously attended prior to Homeschool (if applicable)
- ☐ Full Name, Date of Birth, Homeschool Address, and Name of School
- ☐ **Date of High School Entry (MM/DD/YYYY)**
- ☐ **Projected/Expected High School Graduation Date (MM/DD/YYYY)**
  NOTE: Only four (4) years of academic coursework allowed per CCP State Guidelines
- ☐ Completed courses broken down by academic year (Example: 2025 - 2026 / 12th Grade)
- ☐ Courses in progress (IP) broken down by academic year (Example: Precalculus – Grade: IP)
- ☐ **Unweighted, Cumulative GPA on a 4.0 scale**
- ☐ Name of Homeschool Administrator and Date

**** All courses listed should either be "Completed" or "In-Progress" at the time of submission**

****Submit most current, updated high school transcript for review**