

# High School Transcript Checklist: Public/Private/Charter & Homeschool

## Public/Private/Charter Transcripts

### Public/Private/Charter Transcript Requirements

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

- All courses on one High School transcript (all pages)
- Completed courses broken down by academic year (Example: 2022 – 2023 / 12<sup>th</sup> Grade)
- Courses in progress broken down by academic year (Example: Precalculus – Grade: - )
- Projected/Expected High School Graduation Date:
  - WCPSS Freshmen/Sophomores/Juniors: Undefined
  - WCPSS Seniors: Month, Day, Year (MM/DD/YYYY)
- 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.**
- Name of School, School Address, and Transcript Print Date

**\*\*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)
- Completed courses broken down by academic year (Example: 2022 – 2023 / 12<sup>th</sup> 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**