

# Instructions for Completing the High School Credit Report

The High School Transcript is an important service for CCS high school students; however, this service is a very time sensitive endeavor. Please use your best choice in course descriptions. If you wish to alter or change course descriptions to a previous years transcript, please send an updated credit report with the exact changes to CCS, depending on changes there may be a fee involved. We suggest that you not include the curriculum supplier in the description of the course.

The credit report form should be completed in full, including the student's full name, date of birth, family ID#, email address, phone number, and a parent signature. A description, final grade and number of credits earned should be listed for each completed course. The total of credits earned should be filled in as in the sample credit report form below. The year in which a student is completing a grade should be filled in at the top of the column for that grade. All transcripts are based on a 4.0 non weighted scale.

**Note 1.** There is no charge for transcripts for the years enrolled with CCS. If a family wishes to include a student's transcripts for years not with CCS, please include a fee of \$10.00 per year for transcripts to be transferred to CCS data.

**Note 2.** When a credit report is submitted, please allow thirty days before a request for a transcript is to be fulfilled.

**Note 3.** The transcript will be emailed to you upon completion. Please provide the best email at the space provided. If a sealed copy is needed, please email our office with all necessary information, please allow two weeks for this transaction.

**College Dual Enrollment Example: One semester 3 credit course at a Community College equals one high school credit.**

**CCS transcript line shows only 35 spaces, including spaces, comas, hyphens, etc. Please abbreviate to fit to 35 spaces.**

Required Courses	Examples	Amt.
Bible Christian Service	Bible Studies, Christian Service, or a combination of both.	2
English	Literature, Grammar, Composition, Speech, etc.	4
Math	Algebra, Geometry, Personal Finance, etc.	3
Science	Earth Science, Biology, Chemistry, Astronomy, etc.	3
Social Studies	Various History Courses, Geography, Economics, Sociology. Note: One Credit of United States History required	3
Physical Education / Health	One Health or One PE, or a .50 credit of each.	1
Electives	Foreign Language, Technology, Home Economics, etc.	5
<b>TOTAL</b>	<b>Minimum 21 credits to Graduate</b>	<b>21</b>

**Churchville Christian School - High School Credit Report**  
 PO Box 534 Churchville MD 21028 Phone: 410-734-9174 Email: Admin@ChurchvilleChristianSchool.org

Student Name: JOHN DOE, JR. Family ID# 0001 Email YOUR EMAIL HERE Parent Signature:

If you have a previous year's transcript on file with CCS, only complete the year for which you are reviewing. If you need a current transcript for your records, please email CCS.  
 Please Note: The Credit reports must reflect the Submitted Portfolio Review Forms. Please be sure to allow for only 35 spaces for each course description, abbreviate as needed.

	Ninth Grade			Tenth Grade			Eleventh Grade			Twelfth Grade			Total
	Min. Total Credits to Graduate (21)	School Year: 20	20	School Year: 20	20	School Year: 20	20	School Year: 20	20	School Year: 20	20		
	Course Description	Grade	Credit	Course Description	Grade	Credit	Course Description	Grade	Credit	Course Description	Grade	Credit	
Bible / Christian Service	Old Test. Studies	B+	1										
English	American Literature	A	1										
Math	Algebra I	B	1										
Science	Biology	A-	1										
Social Studies	U.S. HISTORY	B	1										
PE / Health	WEIGHT TRAINING	A	1/2										
High School Elective	PIANO LESSONS	B	1/2										
High School Elective	FRENCH I	C+	1										
Totals	22.7 ÷ 7 = 3.24		7										7
	GPA												

*To calculate your GPA please search online, [how to calculate a non-weighted GPA for 10-point scale.](#)*