The High School Transcript is an important service to CCS families; 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 completed 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. Note: (Each line on the transcript will show thirty-five digits including spaces, comas, periods, hyphens, etc.)

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. For each course that has been completed, a description, final grade and number of credits earned should be listed. 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, CCS does not do a weighted transcript.

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.***

A completed credit report must be received fifteen (15) business days before a request for a transcript can be fulfilled.

Note: Your transcript will be emailed to you upon completion, please provide the best email at space provided*.* If a sealed copy is needed, please email our office with all necessary information, please allow two weeks for this transaction. Example for Dual Enrollment, a 3-credit course at a Community College will be 1 credit with CCS.

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| --- | --- |
| Required Courses: | Credits: |
|  |  |
| Bible / Christian Service (Minimum of two) | 2 |
| English (ex. Literature, Grammar, Composition, Speech, etc.) | 4 |
| Math (ex. Algebra, Geometry, etc.) | 3 |
| Science (ex. Earth Science, Biology, Chemistry, etc.) | 3 |
| Social Studies (\*Must include one U.S. History credit) | 3 |
| Physical Education / Health | 1 |
| Electives | 5 |
|  |  |
| Total minimum credits for graduation: | 21 |

Sample HS Credit Report