

Churchville Christian School

Instructions for the High School Credit Report

Please Email for Questions: Admin@ChurchvilleChristianSchool.org

	✓ You may want to CHECK as you browse the Instructions:
	The transcript is an important document for the student's permanent records. Please take time to be precise in the wording and punctuation of each course description line.
	Include the Students' full name, Date of Birth, CCS Family ID, and the best Email.
	A Parent should sign the credit report at the space provided.
	All course descriptions should reflect the Portfolio Review for the same year.
	Print the course descriptions exactly as you want them to appear on the CCS transcript.
	To review a sample credit report, please see the downloads at the CCS website.
	A Transcript holds 44 characters per course description line. Note: This includes all spaces, comas, hyphens, periods, etc. Abbreviate to accommodate.
	We suggest you DO NOT include the curriculum supplier on the course description line.
	The course description will automatically be computer generated in Alphabetical Order.
	To obtain the current transcript we have in our database, please email the CCS office.
	Please review if all applicable spaces on the credit report have been completed. We cannot process a incomplete credit report.
	Please Calculate GPA and enter at the spaces provided. Always use a 4.0 non-weighted scale and indicate if the course was Honors or Advanced Placement (AP).
	If needed, you can search online for Instructions to calculate a non-weighted GPA.
	For Dual Enrollment Credits: For a one semester three credit college course, you could award one high school credit, this is an excellent way for students to graduate early or catch up on Core Subjects. *Please note all dual enrollment courses with an Asterisk.
	Please submit all Credit Reports by U.S. Postal Mail.
	Please include a \$10.00 per credit report fee for reports submitted for the 2025-2026 school year. There are no fees for reports prior to the 2025-2026 school year, provided the student was enrolled with CCS for the year.
	Note: If the credit report is for ONE YEAR, TWO YEARS, OR THREE YEARS, it is still a \$10.00 fee, provided the student was enrolled with CCS for the years on the credit report.
	There is a \$10.00 Per Year credit report fee for years the student was not with CCS.
	If a One Semester transcript is needed, please submit the credit report with a \$10.00 fee.
	To make a transcript change or correction for a previous year's transcript, please submit a new report with the corrections listed. There is a \$10.00 fee for this service. *There is no fee if corrections are done at the time of graduation for the final transcript.
	Fees can be paid at the CCS Website or by Check or Money Order.
	If Paying Online, always include the Transaction Order Number.