

Royal Academy

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Credit Recognition Transcript Fees

For the homeschool student who wants a Credit Recognition Transcript ('CRT') initiated and maintained by Royal Academy beginning with the ninth grade year, the fee is \$175 plus \$75 for each yearly update.

For the homeschool student whose CRT is being prepared in the tenth, eleventh, or twelfth grade, the fee is \$175 plus \$75 for each previous year reviewed.

All fees are due when work is submitted. If further information, addendums, or expedited preparation is required, an additional fee will be assessed.

Two transcripts will be mailed to the parent(s). Additional transcripts, including those to be mailed directly from Royal Academy to institutions, are \$9.00 each. The complete mailing address of the institution(s) must be submitted in writing.

Information Sheet

A complete and descriptive transcript is helpful to colleges as they consider your student's enrollment in their institution. The following information must be included so that the transcript accurately describes each high school year.

1. List each academic year and its courses together.
2. Title each course. Examples: 'Algebra I', 'Biology with Labs', 'English 9'.
- 3a. Describe each course, including the main textbook and publisher. Include the course grade and assigned credits (e.g., 1 credit, 1/2 credit). Describe how the course was completed (chapter reviews answered, research papers written, unit tests, etc.).
- 3b. Work from each course must also be submitted.
4. Explain your grading system (e.g., A = 95 -100, B = 86 - 93).
5. List mission trips, independent study, work-study, etc. in the appropriate school years.
6. Include photocopies of college grades, adult education grades, and other graded courses. Include the name of the institution and its address.
7. Include student's full name, birthdate, parents' names, address, and complete phone number.
8. Include official copies of any PSAT, SAT, or ACT score report.
9. Include copy of certificate from Driver Education course if credit is to be given for it.
10. Complete the '*Royal Academy Transcript Information Worksheet for Grades 9-12*'.
11. If your state sends a letter of approval to homeschool, include a copy of the letter for each high school year. If a student in Maine, include a copy of the Intent to Homeschool for each homeschooled high school year. Include a copy of the annual assessment results for each high school year.
12. Include the specific date of graduation.

Transcript Information Worksheet

To give a more descriptive ‘picture’ of your student to colleges, please review the following information. Talk about each area with your student and then provide the information. Itemize and number as below.

Note: Remember that the following apply to high school activities only.

1. Previous secondary schools attended (during the school year and/or during the summer)
 2. Previous colleges attended and course(s) taken (during the school year or the summer)
 3. College preparatory test scores: PSAT/NMSQT, SAT, SAT II, ACT, CLEP (A copy of the official results must be submitted.)
 4. Student interests, activities
 5. Achievements, Awards, Honors (e.g., First Place, Piano Exhibition, New York City, grade 11)
 6. Work experience
 7. Volunteer work and amount of time (e.g., 40 hours in grade 9)
 8. Clubs and positions held, if applicable (e.g., youth group treasurer in grade 10)
 9. Licenses and Certifications (CPR, tractor safety, swimming, hunter safety, etc.)
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The following is a sample of how to present the course write-up.

2004-2005: Grade 9

English 9: American Literature, Grammar, Vocabulary, and Composition

Texts: Our American Literature (Scott Foresman), Easy Grammar Plus (Isha Enterprises), Wordly Wise, level 6 (Educators Publishing Service), Writing Strands, level 5 (National Writing Institute).

Grade: 92

Credit: 1

Description: The American literature book was completed and end-of-chapter questions were written and discussed. Sarah also researched and wrote two papers: ‘Poets of the 18th Century’ and ‘Ernest Hemingway vs. E.B. White’. The vocabulary book was completed and each test done. Every writing assignment in Writing Strands was completed and corrected. Two of Sarah’s poems were published in the *Portland Press Herald*.

Algebra I:

Text: Algebra I (A Beka Book)

Grade: 87

Credit: 1

Description: The book was completed. Chapter reviews and tests were done.

Fine Arts: Piano

Grade: Pass

Credit: .75

Pamela took piano lessons with Dr. Janet Smith this year. See enclosed letter from Dr. Smith.

The total practice and lesson time was 120 hours. Pamela won first place in the Piano Exhibition in New York City this year.