

Royal Academy

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Information Sheet for the Credit Recognition Transcript

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

1. List each academic year and its courses together.
2. Title each course as specifically as possibly. Examples: 'Algebra I', 'Chemistry with Labs', 'English 9'.
3. Describe each course, including the main textbook. Include the course grade, how many credits were assigned (1 year = 1 credit, 1/2 year = 1/2 credit). Describe how the course was completed (e.g., chapter reviews answered, research papers written, unit tests).
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 forms of graded courses. Make sure the name of the institution and its address are given.
7. Include student name, birthdate, parents' names, student address, and student phone number with area code.
8. Include photocopies of any PSAT, SAT, or ACT score reports.
9. Include photocopy 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' and return.
11. If your state sends a letter of approval to homeschool, include a copy of the letter for each high school year. Include a copy of the annual assessment results for each high school year.

The following is a sample of how the above should be presented.

2004-05: Grade 9

English 9: American Literature, Grammar, Vocabulary, 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 'George Orwell vs E.B. White'. The vocabulary book was completed and each test done. Each writing assignment in Writing Strands was completed and corrected. Two of Sarah's poems were published in the Washington Post.

Mathematics:

Text: Algebra I (A Beka Books)

Grade: 87

Credit: 1

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

**Royal Academy
Credit Recognition Transcript Fees**

Initial Credit Recognition Transcript: \$125.00

This fee must be included with materials when they are initially submitted to Royal Academy. If phone calls are needed to interpret materials and/or if an addendum is needed, an additional fee will be charged. Parents will be billed if additional payment or consultation is required. Two transcripts will be sent to the parent(s).

Semester Transcript Update: \$25.00

Two updated transcripts will be mailed to the parent(s).

Additional Transcripts: \$ 6.00 for each additional transcript

Transcript(s) will be mailed to the parent(s). If the transcript(s) is to be mailed from Royal Academy to an institution, the complete mailing address of the institution must be submitted in writing.

Yearly Transcript Update: \$50.00

Two updated transcripts will be mailed to the parent(s).

Please Note: Special circumstances such as expedited preparation and handling require additional fees. Call for details.

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Transcript Information Worksheet for Grades 9 - 12

To give a more descriptive 'picture' of your student to colleges, please provide the following information. Talk about each area with your student and then provide the most complete information possible. Itemize and number the same as below. Include the dates of involvement for items 1, 2, and 6 and 10.

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 (during the school year and/or during the summer)
3. College preparatory test scores for grades 9 - 12: PSAT/NMSQT, SAT I, SAT II, ACT, CLEP (A copy of the official results sheet, please.)
4. Student's interests, activities
5. Special features of student's program (e.g., 'accelerated program')
6. Achievements (e.g., special awards, honors)
7. Work experience
8. Volunteer work
9. Clubs and positions held, if applicable (e.g., treasurer)
10. Licenses and Certifications (CPR, driver's, tractor safety, swimming, hunter safety, etc.)

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