

Royal Academy

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Credit Recognition Transcript Information Sheet

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

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

Fees

The Credit Recognition Transcript ('CRT') is \$400, regardless of the year initiated. The fee is \$175 for the first year and \$75 for each yearly update. 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. 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.

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 report must be submitted.)
 4. Student interests, activities
 5. Achievements, Awards, Honors (e.g., 2nd Place, American Legion Essay Contest, Gray, grade 11)
 6. Work experience
 7. Volunteer work and amount of time (e.g., 40 hours in grade 9)
 8. Clubs and Activities (e.g., camp counselor in grade 9, robotics team in grade 10)
 9. Licenses and Certifications (e.g., CPR, SCUBA, lifeguard, hunter safety)
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The following is a sample of how to present the course write-up.

2010-2011: Grade 11

CP English 11: World Literature, Grammar, Vocabulary, and Composition

Texts: World Literature (Scott Foresman), Easy Grammar Plus (Isha Enterprises), Wordly Wise 3000, Book 11 (Educators Publishing Service), Writing Strands, level 6 (Nat'l Writing Institute).

Grade: 92

Credit: 1

Description: The world 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 'Literature of Africa'. 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*.

CP Algebra II:

Text: Algebra II (Teaching Textbook)

Grade: 87

Credit: 1

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

Fine Arts: Piano

Grade: Pass

Credit: .75

Sarah took piano lessons with Dr. Janet Smith this year. See enclosed letter from Dr. Smith. The total practice and lesson time was 120 hours. Sarah won first place in the Rossini Contest in Boston this year.