Homeschool Transcript Data Form

Milford Christian Academy

At least one week's notice must be given for transcript requests.

Notes:

1. This form is only for transcript information, not curriculum names, etc.
2. Please fill this out for all 9th - 11th grade home school classes that your highschooler has completed.
3. A credit value for each class is essential to a transcript. Typically, major courses taken all year long (e.g. Bible, English, Math, Science and History) carry 1 credit. Consult Mr. Sontag if you need help with this.
4. A new copy of this form should be turned in at the end of EACH year (9th-12th grade) that the student has taken homeschool classes.

Student's name _____

Year Taken	Grade Level	Course Name to appear on Transcript ***20 characters MAX*** **PRINT NEATLY**	Grade Earned	Credits Earned
Example: 2005-2006	9th	**Life of Christ**	A	1.0

Staple on additional sheets if necessary.

For students who had home school classes this form must be completely filled out and approved by Mr. Sontag before a request for an official transcript from MCA can be fulfilled.

_____ _____

Paul Sontag - Principal Date

Once signed, one copy of this should be placed in the student's file and one copy should be entered in the computer.