

## HOME SCHOOL TRANSCRIPT REQUIREMENTS CHECK LIST

*My home school transcript includes:*

- ☐ Name, address, and phone number of the home school at the top of the transcript
- ☐ Student's full name
- ☐ Student's date of birth
- ☐ Future high school graduation date listed with the word "Expected" or "Anticipated"
  - EX: *Expected Graduation Date: 06/01/24*
- ☐ Lists all courses grouped together by grade level and academic year (9<sup>th</sup>, 10<sup>th</sup>, etc.)
  - If courses are not completed for this academic year, please indicate "in progress" or "IP"
- ☐ Grades for each course
- ☐ Cumulative Unweighted GPA
  - On a 4.0 scale
  - EX: *Cumulative Unweighted GPA: 3.5*
- ☐ Home school administrator's signature
- ☐ Home school registration card attached
  - Card or PDF copy from the Division of Non-Public Education

*If the student has taken college credit from another institution, I have:*

- ☐ Informed the RCC advisor about the credit during the advisement appointment
- ☐ Completed an official transcript request with the other institution
  - Sent to Randolph Community College
- ☐ Informed the RCC advisor once the transcript has been submitted to RCC

Helpful resources for creating a home school transcript:

[NC DOA Transcript Template](#)

[NC DOA Non-Public Education Home Page](#)

[Academic Records Transcript Example](#)