

Transcript Worksheet

The Need

Curricula, GPA practices, credit requirements, course notations, schedules, and transcript layout often vary widely from school to school and are especially important for ensuring high school graduation. This makes the process of interpreting transcripts and placing your students into appropriate classes difficult, time-consuming, and potentially incorrect. This knowledge will be even more difficult to communicate during the COVID-19 pandemic. As a parent, you will likely be asked to provide a transcript to prove your student's eligibility for a course or grade promotion, especially for your high school students who are nearing graduation. While it is best if the sending school could complete a transcript cover letter, it may not be possible (particularly in light of pandemic-related disruptions). In those cases, this worksheet will serve as a template to guide and record communication with your child's new school.

Tool Description

The Transcript Worksheet provides a standardized template through which a parent can share helpful descriptive information about curriculum, student level, and staff contacts, as well as a sample email to use for sending the worksheet to your receiving school. To support the accurate placement of your student, try to include course equivalencies from the sending district to the receiving district. The template below provides an example of a worksheet for families withdrawing from districts/schools that have online course description guides with information on course placement and credit requirements. This information is typically located on a school district's (or school's) website under graduation requirements and coursework.

Transcript Worksheet

Worksheet

Introductory Information

TO:	SENDING SCHOOL COUNSELOR/OTHER CONTACT:
FROM: [Your name] Parent/Guardian of [Student]	SENDNG SCHOOL CONTACT EMAIL:
PHONE:	RE: Transferring Student Documents for Military-Connected Student (<i>see name below</i>)
EMAIL:	STUDENT NAME:
SENDING SCHOOL NAME:	STUDENT DATE OF BIRTH:
SENDING SCHOOL WEB ADDRESS:	EXCEPTIONAL NEEDS: <input type="checkbox"/> IEP <input type="checkbox"/> 504 PLAN <input type="checkbox"/> ELL/MIL <input type="checkbox"/> GT/TAG
SENDING SCHOOL PHONE:	

Course Equivalencies Table

In the table below, you can find information regarding course names and course descriptions:

Sending School Course	Sending School Course Description

Sample Email

Use the following template to prepare an email for your receiving school.

Subject line: [Student Name]'s transcript and related information

Email text:

Hello Mr./Ms./Dr. _____,

See below and attached for documents that show [Student Name] attended [School Name], located in [City], [State]. These documents can be used to expedite the enrollment and placement process. If you have any questions, please don't hesitate to reach out; my contact information is included below.

Documents enclosed include:

- My student's transcript
- Transcript Worksheet with Course Equivalencies Table
- Documentation of Previous IEPs

If you have questions, please contact the school counselor at [Sending School Name]: [Counselor Name] at [Counselor Phone Number] and [Direct Email Address]. If you are unable to reach the school counselor during the summer/school break, you may contact [Summer/Break POC].

[If you have a strong relationship with your sending school counselor, you might add the next sentence.]

If you have questions, please contact the school counselor at [Sending School Name]: [Counselor Name] at [Counselor Phone Number] and [Direct Email]. I have copied him/her on this email to serve as a quick e-introduction. Thanks in advance, [Counselor Name], for answering [New School Contact]'s questions!

Sincerely,

[Parent Name]
Parent of [Student Name]