

How to Read a High School Transcript

Understanding a transcript is an important skill for students to possess. This will give a student a better understanding of his or her graduation plan, courses, GPA, credits, and graduation requirements. Official transcripts are requested when applying to universities and scholarships, other than that you will be provided with an unofficial copy. **At the top** of a transcript, you will find the Student Information and School information, and, in these sections, you will extract your contact information and the information associated with your campus.

Student Information		School Information	
Student Name	Student No:1001111	Name of High School	School No: 10010101010
1234 Street Name	Date of Birth	1234 School Street	
City, State Zip	Gender of Student	City, State Zip	
	I.D. of Student 10101010	School Phone Number (111)222-3333	
Name of Parent or Guardian	HS Enroll Date:	School Fax Number (111)222-3434	
Fed Ethnicity & Race:		CBCC: 555666	
		_____	_____
		Date	Official Signature

Next, you will find the School Awarding Credits, and in this section, you will see the years attended, the school's identification number, and the name of the campus where you have earned credits from.

Schools Awarding Credit		
13/14 101912046 Edison Middle School	14/15 101912046 Edison Middle School	15/16 101912345 East Early College High School
16/17 101912345 East Early College High School	17/18 101912345 East Early College High School	18/19 101912345 East Early College High School

At the center of the transcript, you will find Course Information, and, in this section, you will discover subject categories, years, course names, semester 1 and 2, and credits earned. **Also**, you will see Credits Earned, Test Information, and Foundation Endorsements. Credits are divided by state earned credits (which count towards graduation) and local earned credits (which do not count towards graduation). Remember that even if you see the number of credits you need for graduation (***26 for students on the 34D graduation plan***), it does not mean you have all the courses you need for graduation. Students often have extra elective courses, but still need to ***complete other graduation requirements like passing the required STAAR EOC exams.***

Course Information

Year	Course Name	S1	S2	CR	Year	Course Name	S1	S2	CR
Language Arts					18/19	GOVT:DH	77		0.5
15/16	ENG 1 A:Q	90		0.5	Economics/Free Enterprise				
	ENG 1 B:Q		88	0.5	18/19	ECO-FE	90		0.5
	TECH WR		93	0.5	Health				
	READ 1 A	80		0.5	Year	Course Name	S1	S2	CR
	READ 1 B		86	0.5	16/17	HLTH ED:DH		85	0.5
16/17	ENG 2 A:Q	93		0.5	PE/Equivalent				
	ENG 2 B:Q		92	0.5	Year	Course Name	S1	S2	CR
17/18	ENG 3A:DH	95		0.5	16/17	PEFOUND	100		0.5
	ENG 3B:DH		85	0.5		PEFOUND		96	0.5
18/19	ENG 4A:DH	77		0.5	Other Languages				
Speech					Year	Course Name	S1	S2	CR
Year	Course Name	S1	S2	CR	13/14	SSSPAN 1 A:J	93		0.5
16/17	COMMAPP:DH	85		0.5		SSSPAN 1 B:J		87	0.5
Mathematics					14/15	SSSPAN 2 A:J	91		0.5
Year	Course Name	S1	S2	CR		SSSPAN 2 B:J		91	0.5
14/15	ALG 1 A:JQ	93		0.5	Fine Arts				
	ALG 1 B:JQ		93	0.5	Year	Course Name	S1	S2	CR
15/16	GEOM A:Q	94		0.5	15/16	DANCE 1 A	99		0.5
	GEOM B:Q		92	0.5		DANCE 1 B		93	0.5
16/17	ALG 2 A:Q	91		0.5	16/17	ART 1 A:DH	95		0.5
	ALG 2 B:Q		94	0.5	17/18	DANCE 1 B		100	0.0
17/18	PRE CALC A:Q	94		0.5	Career Tech Education				
	PRE CALC B:Q		91	0.5	Year	Course Name	S1	S2	CR
	APSTATS A:P	81		0.5	16/17	CORRSRVS B:DH	95		0.5
	APSTATS B:P		75	0.5	Other Electives				
Science					Year	Course Name	S1	S2	CR
Year	Course Name	S1	S2	CR	18/19	AVID1 A:X	94		0.5
15/16	BIO A:Q	85		0.5	Local Credit				
	BIO B:Q		90	0.5	Year	Course Name	S1	S2	CR
16/17	CHEM A:Q	92		0.5	15/16	COLCNNCT:L	95		0.5
	CHEM B:Q		96	0.5	Credits Earned				
	ENGDPRS B		91	0.5	Credit Total: 27.00 State: 26.50 Local: 0.50				
17/18	PHYSICS A:Q	91		0.5	Test Information				
	PHYSICS B:Q		85	0.5	STAAR EOC	Date	Score	Met	
	ASTRMY A:D	85		0.5	ENGLISH I	04/2016	4199	Y	
	SCIRD3:DH		85	0.5	ENGLISH II	04/2017	4314	Y	
	ENGDPRS A	93		0.5	ALGEBRA I	04/2015	5247	Y	
Social Studies					BIOLOGY	04/2016	4615	Y	
Year	Course Name	S1	S2	CR	US HISTORY	04/2018	4770	Y	
15/16	W GEO A:Q	93		0.5	Foundation Endorsements				
	W GEO B:Q		86	0.5	Endorsement	Completion Date			
16/17	US HIST A:DH		85	0.5	A - Arts and Humanities				
	W HIST A	79		0.5					
	W HIST B		92	0.5					
	SOC:DH	77		0.5					
17/18	US HIST B:DH		77	0.5					
	SPTSS2:DH	85		0.5					

Finally, at the bottom of your transcript, you will find important information: rank, class size, quartile, graduation plan, weighted GPA and unweighted GPA. Plus, you will have a list of code explanations to better understand your transcript.

Date of Class Rank: _____ Date of Graduation _____
 Rank: _____ Class Size: _____ Quartile: _____ Graduation Program Type: _____
 Weighted Cum. GPA : _____ Unweighted Cum. GPA: _____ Year Entered 9th Grade: _____

A passing grade is 70 or above: *P = Pass *F = Fail *A = Audit W=PE Waiver

The following codes appear in the abbreviated course name column separated from the name by a colon:

A=Tech-Prep Courses	L=Local Course Credit
C=Correspondence Courses	M=Magnet Course
D=College Dual Credit	N=Night School
E=Credit by Exam	P=Advanced Placement Course
G=Gifted/Talented	R=Summer School/Credit Recovery
H=Honors	V=Content modified by ARD
I=International Baccalaureate Course	T=Credit Verification
J=High School Course completed prior to grade 9	X=Innovative Course
K=Pre-International Baccalaureate Course	Z=Distance Learning Refer to rules for appropriate use

Codes prior to 2004/2005 year – S=Modified Content; Q=Pre-AP

Note: In the semester/credit columns NG* / M = denied grade / credit = excessive absences

1st semester: NG* - denied grade/credit – excessive absences

2nd semester Y = Credit Awarded Based on Final Average