

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 (9th, 10th, 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](#)