

Piedmont Home Educators' Association

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Several years ago we began collecting grades and standardized test scores for students in grades 9 through 12. If you have a high school student, you must provide us with a record of their classes, grades and high school credits earned. If you want high school credit from 7th and/or 8th grade on the transcript, we will need that information also. We need an ongoing record of their grades and credits to build their **transcripts** and to be able to complete the **class ranking** at the end of each high school year. Please remember to send documentation of honors and transcripts from the colleges where dual credit classes were taken. Even if your student does not plan to attend college **he/she MUST be included in the class ranking**. If we do not rank in all the high school years, the Commission on Higher Education will not accept our scholarship applications.

To get the transcripts done by the time students need them, we have set new deadlines. We must have senior year information **by May 15th**. If you have a student who has completed their *junior year* and is moving into the senior year, we need the class ranking form by **June 7th**. About a third of the class applies to colleges during the early admission period and must have a complete transcript with a CURRENT class ranking on it. We must have all forms on time to calculate the GPAs for all the students in the class to complete the ranking. Sophomores and freshman class ranking forms must also be in by **June 7th**.

Even if you are **not renewing** with us for the coming year, we still need the grades from the past year (when you were registered with us) to complete the class ranking.

Most of the information on the class ranking form is obvious, but here are a few things that might need clarification.

- **School Name:** The school's name is what you call your home school. It is not a co-op or private school that the student may have attended. If you do not have a specific name for your school, we use the default of your last name and add home school to it (e.g.: Freitag Home School).
- **Standardized testing:** Any standardized test (Iowa Basic Skills, Stanford, etc.) will meet PHEA's requirements. We only put the SAT or ACT scores on the transcript, therefore we only have spaces for those tests on the class ranking form. Please send us a copy of the standardized testing you did during the past year.
- **Secondary Schools Attended:** These are public or private high school or any college where the student has done dual enrollment courses. If your student has attended any of these types of schools, please make sure we have a copy of the transcript in our files. Whenever a new transcript is made, the information must be transferred from the previous school's transcript. The original transcript helps us to record the information accurately.
- **Class:** These are the names of the specific class that your student took each year. We need the specific name (World Geography) not the broad category (history). We may suggest combining certain classes or renaming a class to keep your student's transcript from raising red flags for admission counselors.
- **Taken At:** If your student did the class at a co-op or high school or college, please record that location (and make sure if it is a secondary school that you have filled in that box as well).
- **Level:** Classes may be College Preparatory (CP), Honors (H), AP or Dual Enrollment (DC). Most classes are college prep.
 - If you believe a class is Honors level, the **PARENT** must document how the class exceeds the college prep standards set by the state. The State Department of Education has issued a 40-page document explaining Honors level documentation. This document

primarily pertains to public school students, however you should use it as a guide to see what level of work and documentation is considered Honors level. If your student chooses to enter public school, they will ask for this documentation. It is possible that colleges may also ask for it, so it is important to be thorough. Our website has the state criteria for what is included in the college prep level as well as this Honors document. You must document the textbook (an Honors class must have a differentiated textbook) and how the class was more rigorous. You must also submit a **syllabus** (the table of contents is not the same thing as it does not show what material from the book was covered.) If an Honors class was taken at UHC or Milton Academy, you may submit a report card from them in lieu of PHEA's Honors Documentation Form. (Please speak with us about report cards from other co-ops)

- For a dual enrollment or AP class, we need the transcript with the final grade from the institution where the student took the class. Please note that colleges only send letter grades which we must convert to a specific numerical grade based on the SC Uniform Grading Policy. The new Uniform Grading Policy states that we must use the numerical grade from the class. There are two ways to get this: One is to take a screenshot of the grade on their student account and email it to us. You need to do this immediately after the grades are posted as they are only available for about a week. Alternately, your student may email the professor to ask for the numerical grade to be emailed back. Some professors will do this, but some will not. Without that verification of the numerical grade, we will assign the letter conversion grade.
- **Credits:** Credits are based partly on the material covered and partly on the hours spent in class. If you are using a standard high school textbook and the student completes the entire book, your student earns one credit. However, a student usually earns only one credit of English per year even if they are using several books (e.g., BJU Press: literature, grammar/writing, spelling, vocabulary, etc.). If you are documenting something like PE or Home Economics, you should keep track of the hours. One credit is a minimum of 120 hours of class work. Half and quarter credits may be given.

Please include a list of the courses planned for the coming year. This does not lock you into the classes – if you decided to do something different, just drop us an email and let us know.

PLEASE keep a copy of your student's class ranking form and update the same form each year which will give us a complete list of classes (instead of a separate sheet for grades 9, 10, 11 and 12). This prevents confusion on what classes have been sent in already.

Please note that we do not require a transcript fee for high school credits earned in middle school and we allow you roll over the credits which may be earned in middle school onto the 9th grade excel form. However, if a transcript is desired for high school credits earned in middle school, and you are not renewing with PHEA in 9th grade, there will be a high school transcript fee charge of \$40.00.

Also, if a PHEA member needs a sports report card in middle school, there is a \$25.00 fee for this service.

Thank you for your help in providing the documentation. We will happily help you with any questions or concerns you have. Please email forms and/or questions to pheatranscripts@gmail.com or phea@fastmail.com.