

# INSTRUCTIONS FOR OBTAINING HOMESCHOOL TRANSCRIPTS

Dear Parents,

Thank you for your trust and letting us serve you to homeschool your children. Following is a description of services for Family Tree Private School to provide Homeschool Transcripts and directions for obtaining Transcripts.

In order to process your Transcript and/or Diploma, print and fill out the forms below and send the completed forms in with your payment.

Your transcripts will have the seal of Family Tree Private School identifying us as the Consultant. The Transcripts will be mailed to you within 5 business days.

## INTRODUCTION

Family Tree Ministries can generate a Homeschool Transcript and a Homeschool Diploma for you. The Transcripts are "Official" if you were registered with the district, which makes your status legal. This Homeschool Transcript is your affirmation of studies and is for informational purposes only, adding professionalism to your records. Other schools and colleges need to know, and appreciate you giving them information on what classes have been accomplished by your student, community service hours done and testing completed in order to better place your child. In recent years, homeschooler have been very well received at colleges yet, admissions is based more upon test scores than receiving your transcript or diploma.

Family Tree Private School will be listed as the Consultant on the Transcript. Our fees are \$60 per year of information, per student, to generate the Transcript, and \$20 for a personalized Diploma (any grade level). So, for example, the cost of an 11<sup>th</sup> and 12<sup>th</sup> grade Transcript, and a Personalized Homeschool Diploma is \$140. The Diploma will represent the highest grade level of transcript information received.

On this Transcript, we would list, in addition to all of the information you give: the government contact information to confirm registration with a homeschool program; references to state statutes that declare that credits are to be accepted (with the receiving school's right to "test" to show competence when entering another high school); and, Florida Course Code numbers for high school level classes that represent your courses.

Information provided and compiled does not have to be verified or detailed any further than what is requested below; but, upon admission to a receiving school (K-12 or college), at that time you may be requested to provide a portfolio for review. A Grade Point Average (GPA) will be calculated based on an "un-weighted" 4.0 grade scale using information you submit about grades, number of courses & amount of time in each course.

E	Excellent	
S	Satisfactory	
Grades 2-12 points		
A+	98-100%	4.00
A	94-97	3.75
A-	90-93	3.50
B+	88-89	3.00
B	84-87	2.75
B-	80-83	2.50
C+	78-79	2.00
C	74-77	1.75
C-	70-73	1.50

Though no extra "points" are given for honors classes, you may identify subjects deemed "honors" and this will be noted and identified with appropriate code numbers, if available.

# INSTRUCTIONS FOR OBTAINING HOMESCHOOL TRANSCRIPTS

The transcript will be based upon professional standards and examples similar to other submitting institutions. No changes can be requested unless of course, there is an error from the information submitted. No guarantee of acceptance by any school is given.

Following is a summary of a typical four-year track of courses in high school as a guide to organizing your information for both a Standard and College track. It is acceptable to take some subjects in different years than what is listed in the enclosed example, but the core subjects, like Math and English are taken in progression. You may add any courses your child has taken, even if not listed here.

THE FOLLOWING CHARTS ARE THE CHOICES OF A “COURSE OF STUDY” FOR A TYPICAL STANDARD AND COLLEGE DIPLOMA TRACK. USE THE CHARTS AS A GUIDE TO SHOW YOU THE TOTAL CREDITS TYPICALLY EARNED. EITHER TRACK IS ACCEPTABLE TO MOST COLLEGES. THEY REQUIRED ENTRANCE EXAMS TO FINALLIZE ADMISSION REQUIREMENTS.

## STANDARD/GENERAL DIPLOMA

SUBJECT	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE	CREDIT
MATH	ALGEBRA I	GEOMETRY *	CONSUMER MATH *		3
ENGLISH	ENGLISH I	ENGLISH II	ENGLISH III	ENGLISH IV	4
SOCIAL STUDIES	WORLD GEOGRAPHY	WORLD HISTORY	AMERICAN HISTORY	AMERICAN GOVERNMENT 1/2 & ECONOMICS 1/2	4
SCIENCE * (2 labs)	EARTH SCIENCE	BIOLOGY	PHYSICAL SCIENCE		3
PHYSICAL EDUCATION/ PERSONAL FITNESS	0.5	0.5	0.5	0.5	2
HEALTH/LIFE MGT. SKILLS	0.5	0.5	0.5	0.5	2
OTHER	COMPUTER LITERACY I	COMPUTER LITERACY II	MUSIC .5	SPEECH .5	3
ELECTIVES	0.5	0.5	0.5	2.5	4
TOTAL	6.5	6.5	6	6	25

# INSTRUCTIONS FOR OBTAINING HOMESCHOOL TRANSCRIPTS

## COLLEGE PREPARATORY

SUBJECT	9TH GRADE	10TH GRADE	11TH GRADE	12TH GRADE	CREDIT
MATH	ALGEBRA I	ALGEBRA II <-----	GEOMETRY (10th or 11th)	COLLEGE MATH	4
ENGLISH	ENGLISH I	ENGLISH II	ENGLISH III	ENGLISH IV	4
SOCIAL STUDIES	WORLD GEOGRAPHY	WORLD HISTORY	AMERICAN HISTORY	AMERICAN GOVERNMENT 1/2 & ECONOMICS 1/2	4
SCIENCE * (2 labs)	BIOLOGY	PHYSICAL SCIENCE	CHEMISTRY	PHYSICS	4
PHYSICAL EDUCATION/ PERSONAL FITNESS	0.5	0.5	0.5	0.5	2
HEALTH/LIFE MGT. SKILLS	0.5	0.5			1
OTHER	COMPUTER LITERACY I	COMPUTER LITERACY II	MUSIC .5	SPEECH .5	3
LANGUAGE			LANGUAGE I	LANGUAGE II	2
ELECTIVE	0.5	0.5	0.5	0.5	2
TOTAL	6.5	6.5	6.5	6.5	26

**FOR BOTH TRACKS ABOVE:**

\* Algebra II or Business/General Math may be taken; Chemistry may be taken in place of Earth Science, but taken after Physical Science.

1 credit equals 150 hrs. of instruction. Unless noted with “.5”, the course is worth 1 credit. “Apprenticeships” can have personalized titles.

**Health/life skills:** personal fitness, gym, CPR, drug awareness, consumer/personal skill training, childcare, PSAT training, etc.

**Electives:** performing arts, Bible, foreign language, etymology(sot), research paper, art, apprenticeship (3 credits per year 11th & 12th), missions, youth leadership training, sat prep, journalism, critical thinking. etc.

You may add any courses on the forms below, even if they are not listed above. The transcript for your student should reflect the courses they accomplished.

# INSTRUCTIONS FOR OBTAINING HOMESCHOOL TRANSCRIPTS

---

PRINT THE FORM, NEATLY PRINT ALL INFORMATION AND SUBMIT:

I \_\_\_\_\_ have read and agree with the information  
(print)Parent's Name

presented in the "INTRODUCTION" section. I am submitting information for \_\_\_year(s) of information for the compilation of a Homeschool Transcript. I \_\_\_AM \_\_\_AM NOT requesting a Diploma at this time.

I am submitting items #1 - #7 (below) and have enclosed \$ \_\_\_\_\_ (\$60 per year of information, per student, and \$20 for Diploma) payable to *Family Tree Ministries*.  
(OR)

\_\_\_\_\_ Check here if paid through Pay Pal at make payment by going to the following link:  
<http://www.familytreeprivateschool.com>.

\_\_\_\_\_  
Parent Signature (or student if 18 years or older)

Phone contact for questions: hm/work: \_\_\_\_\_ cell: \_\_\_\_\_

## 1. PARENTS' NAME, ADDRESS AND PHONE

## 2. STUDENT NAME AND DATE OF BIRTH



## INSTRUCTIONS FOR OBTAINING HOMESCHOOL TRANSCRIPTS

### 4. TESTING COMPLETED INCLUDING NAME OF TEST, DATE AND SCORES.

### 5. COMMUNITY SERVICE COMPLETED (HOURS ONLY)

### 6. EXTRA-CURRICULAR ACCOMPLISHMENTS, PARTICIPATION IN SPECIAL EVENTS AND AWARDS(Include year completed). INCLUDE ANY INFORMATION YOU WISH THOUGH A SUMMARY ONLY WILL APPEAR ON THE TRANSCRIPT:

### 7. DISTRICT OR COUNTY IN WHICH YOUR HOMESCHOOLER WAS REGISTERED (If there are multiple counties for multiple years, please indicate).

Should you have any questions, please do not hesitate to contact me: email: [nancy@myftps.com](mailto:nancy@myftps.com), phone: 561-721-3683.

Sincerely,



Nancy Moral, M.Ed.

Director