

## High School Records, Credits, and Transcripts

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### Once high school courses begin, you will need to keep track of the following:

- Subjects/Courses – e.g. Math/Algebra 1
- Grade received – A+, A, A–, B+, B, B–, etc...
- Overall GPA
- Test scores – i.e. ACT, SAT, Achievement, AP, etc...
- Community Service/Volunteer Hours
- Extracurricular Activities
- Work Experience/Leadership Roles
- Awards received

### Oklahoma state requirements for general graduation are:

#### 4 Units English

to include Grammar, Composition, Literature, or any English course approved for college admission requirements;

#### 3 Units Mathematics

limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

#### 3 Units Laboratory Science

limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;

#### 3 Units History and Citizenship Skills

including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;

#### 2 Units of the same Foreign or non-English language, or 2 Units Computer Technology

approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;

## 1 Additional Unit

selected from the courses listed above or career and technology education courses approved for college admission requirements; and

1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech

## 6 Electives

23 Total Units (1 Unit = 120 clock hours)

### **Can I take creative freedom in calculating credit hours?**

- Is there a curriculum of any type I am following for this “class” I am giving credit? Even as a self-made unit study. Is some form of instruction given?
- Is it done on a daily/consistent basis?
- Is there a method through which I can evaluate what my students have learned from this curriculum or event?
- Does it require my student to perform a specific act, such as reading, researching, studying, experimenting, or practicing in order to complete this “class” for credit?
- Is your student required to give any feedback in the form of a report, quiz, oral evaluation, journaling, etc...?

If no instructional component is included in an activity, it can only be considered “extracurricular” and therefore cannot receive credit as a course of study.

### **What goes on a transcript?**

- The student’s full legal name, birth date, sex, address, phone number, and social security number.
- The name of the parents or legal guardians.
- The name of the school, if applicable. If you don’t have one, make one.
- A list of the subjects studied, the dates studied, the grade awarded, and credits earned.