

Appendix 3 (Revised 9.27.18)

Final Transcript Evaluation Form

Directions: Upload this final transcript evaluation form to Diploma Sender.

Name of College or Program: _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State/Zip)

Birth Date _____ SS# _____

I. English or Communication Courses Completed (8 high school credits required)

Courses	Institution	Grade	Completion Date	Credits Earned

Total High School Credits Completed in English or Communication _____

A. _____ High School Units x 2 = _____ HS Credits (Also include dual enrollment course if on their HS transcript)

B. _____ Postsecondary Semester Credits x 1/3 = _____ High School Credits

C. _____ **Total High School Credits Completed in English or Communication (A + B = C)**

II. Math Courses Completed (6 high school credits required)

Courses	Institution	Grade	Completion Date	Credits Earned

Total High School Credits Completed in Math _____

A. _____ High School Units x 2 = _____ HS Credits (Also include dual enrollment course if on their HS transcript)

B. _____ Postsecondary Semester Credits x 1/3 = _____ High School Credits

C. _____ **Total High School Credits Completed in English or Communication (A + B = C)**

III. Science Courses Completed (6 high school credits required)

Courses	Institution	Grade	Completion Date	Credits Earned

Total High School Credits Completed in Science _____

- A. _____ High School Units x 2 = HS Credits (Also include dual enrollment course if on their HS transcript)
 B. _____ Postsecondary Semester Credits x 1/3 = _____ High School Credits
 C. _____ **Total High School Credits Completed in English or Communication (A + B = C)**

IV. Social Studies Courses Completed (6 high school credits required to include Government)

Courses	Institution	Grade	Completion Date	Credits Earned

Total High School Credits Completed in Social Studies _____

- A. _____ High School Units x 2 = HS Credits (Also include dual enrollment course if on their HS transcript)
 B. _____ Postsecondary Semester Credits x 1/3 = _____ High School Credits
 C. _____ **Total High School Credits Completed in English or Communication (A + B = C)**

V. Elective Course Completed (10 high school credits required)

Course or Job	Institution or Employer	Grade	Completion Date	Credits Earned

- A. _____ High School Units x 2 = HS Credits (Also include dual enrollment course if on a participant's HS transcript)
- B. _____ Postsecondary Semester Credits x 1/3 = _____ High School Credits
- C. _____ Prior Work-Site Learning – 1000 hours is equivalent to 1 credit (Participants can earn a maximum of 2 credits) Attach Appendix 6 (Prior Work-Site Learning Assessment)
- D. _____ Current Work-Site Learning – 1000 hours is equivalent to 1 credit (Participants can earn a maximum of 2 credits) Attach Appendix 7 (Current Work-Site Learning Assessment)
- E. _____ **** Total High School Credits Completed in Electives (A+B+C+D=E)**

** A program may honor the elective credits a high school has awarded up to 10 credits. In other words, awarded credits are awarded credits. Thus, the program may honor PE, music, art, drama, etc., as an elective credit. However, if a student has earned more than 10 credits, the program may not award the excess elective credits.*

In the case where the student has earned less than the 10 required electives, our Option 2 programs must offer elective coursework that aligns with 21st century learning skills and be classified in the following five areas: Civic literacy; Health literacy; Technology literacy; Financial literacy; or Employability skills. Additionally, work-site learning may be counted toward an elective under the conditions described in the Chapter 32 Implementation Guide and the legislation.

***Participants can earn a total of four work-site learning credits toward electives (2 prior + 2 current work-site credits = 4)*

DE Diploma Requirements: 36

Total Credits Needed _____ # Required Credits Needed _____ # Elective Credits Needed _____

Notes:

Staff Name _____

Date Evaluated _____