



# *Christian Liberty Academy School System*

*A Ministry of the Church of Christian Liberty*

502 West Euclid Avenue, Arlington Heights, Illinois 60004-5402

Phone: (800) 348-0899 ~ Email: [custserv@homeschools.org](mailto:custserv@homeschools.org) ~ Web site: [www.homeschools.org](http://www.homeschools.org)

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## **HIGH SCHOOL TRANSCRIPT FOR INDEPENDENT HOME SCHOOLERS**

You recently indicated that your student has been home educated at the high school level prior to seeking admission at Christian Liberty. Therefore, we are sending this home transcript packet to assist you in providing the information necessary to process your enrollment. It contains the following items:

*Independent Home School Course Information* – This form is used in conjunction with the above transcript to determine your student’s academic qualifications for admission. Make sure this form is **filled out neatly, accurately, and thoroughly** as demonstrated on the enclosed sample. Failure to include some details may result in added communication from CLASS and delay the shipping of your student’s books. If your student was home schooled for multiple high school grade levels, each grade level must be on a separate sheet.

*Transcript of Course Credit* – This is your **official record** of all high school level, home school courses taken prior to enrolling with CLASS. This document should be typed or neatly printed; it will become part of your student’s permanent record. A copy will also be included with our transcript when college or scholarship requests are processed.

Both the *Independent Home School Course Information* and the *Transcript of Course Credit* are **required** before we can assign your curriculum; they constitute (with the placement/achievement test and any other high school transcripts) the academic qualifications for admission into grades 10–12. If your student does not qualify for the requested grade level, we will communicate with you regarding your student’s options.

These forms may be photocopied or precisely recreated on your home computer. You may also download them from our Web site at [www.homeschools.org/enrolling/transferRequirements.html](http://www.homeschools.org/enrolling/transferRequirements.html) (see section entitled “Previous School Records”).

Return these forms (with your enrollment application or placement/achievement test, if applicable) to the attention of the Enrollment Department. If you have any questions, please contact us.

Sincerely,

Curriculum Department

## INDEPENDENT HOME SCHOOL COURSE INFORMATION

Student Name *Joseph A. Student*

Student ID *103751*

Grade Level (circle) **9** 10 11 12

COURSE NAME (SPECIFIC SUBJECT)	[1] FULL TITLE (INCLUDING TITLE, SUBTITLE, VOLUME OR SERIES NUMBER OR COLOR, SWITCHED-ON-SCHOOLHOUSE ITEM NUMBER, ETC.); [2] PUBLISHER; AND [3] EITHER PERCENT COMPLETED OF THE WHOLE TEXT/CD OR UNIT NUMBERS COMPLETED OF A SERIES (SUCH AS LIFEPAK OR PACE NUMBERS) FOR ALL MATERIALS FOR EACH COURSE.	APPROX. # OF HOURS SPENT EACH WEEK ON COURSE	# OF WEEKS IN YOUR SCHOOL YEAR SPENT ON COURSE	METHOD OF EVALUATION (E.G., QUIZZES, TESTS, EXAMS, WRITTEN COMPOSITIONS, ANSWERING BOOK QUESTIONS, PROJECTS)
<b>Literature</b>	FULL TITLE <i>Fundamentals of Literature for Christian Schools</i>	<b>4</b>	<b>40</b>	<i>Tests, creative writing paper, research paper, daily work</i>
	PUBLISHER <i>Bob Jones University Press</i>			
	PERCENT COMPLETED OF WHOLE TEXT/CD <b>100%</b>			
<b>Grammar</b>	FULL TITLE <i>Grammar and Composition III</i>	<b>5</b>	<b>30</b>	<i>Test, composition, daily work</i>
	PUBLISHER <i>A Beka Book</i>			
	PERCENT COMPLETED OF WHOLE TEXT/CD <b>70%</b>			
<b>Algebra 1</b>	FULL TITLE <i>Ninth Grade Mathematics – Item # SOS900M</i>	<b>6</b>	<b>40</b>	<i>Quizzes, tests, written answers</i>
	PUBLISHER <i>Alpha Omega</i>			
	PERCENT COMPLETED OF WHOLE TEXT/CD <b>98%</b>			
<b>Physical Science</b>	FULL TITLE <i>Physical Science</i>	<b>3</b>	<b>35</b>	<i>Tests, final paper, laboratory report, daily work answers</i>
	PUBLISHER <i>A.C.E.</i>			
	PERCENT COMPLETED OF WHOLE TEXT/CD			

SAMPLE

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<b>Bible</b>	FULL TITLE <i>The Ministry of Christ            Throughout Palestine in Jerusalem to the Ends of the Earth</i> PUBLISHER <i>Christian Schools International</i> PERCENT COMPLETED OF WHOLE TEXT/CD <b>70%</b> LIFEPAK OR PACE NUMBERS COMPLETED	<b>3</b>	<b>36</b>	<i>Study and review questions</i>
<b>World History</b>	FULL TITLE <i>Streams of Civilization, Volume 1</i> PUBLISHER <i>Christian Liberty Press</i> PERCENT COMPLETED OF WHOLE TEXT/CD <b>70%</b> LIFEPAK OR PACE NUMBERS COMPLETED	<b>3</b>	<b>40</b>	<i>Tests, research paper, written answers</i>
<b>Typing</b>	FULL TITLE <i>Mavis Beacon Teaches Typing Deluxe 17</i> PUBLISHER <i>Encore Software</i> PERCENT COMPLETED OF WHOLE TEXT/CD <b>90%</b> LIFEPAK OR PACE NUMBERS COMPLETED	<b>3</b>	<b>20</b>	<i>Practice lessons, speed drills, timed tests</i>
	FULL TITLE PUBLISHER PERCENT COMPLETED OF WHOLE TEXT/CD LIFEPAK OR PACE NUMBERS COMPLETED			
	FULL TITLE PUBLISHER PERCENT COMPLETED OF WHOLE TEXT/CD LIFEPAK OR PACE NUMBERS COMPLETED			

**SAMPLE**

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Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Grade Level (circle)    9    10    11    12

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School Name and Address

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**TRANSCRIPT OF COURSE CREDIT**

Student's Name \_\_\_\_\_

Total Number of Credits Earned \_\_\_\_\_

Report Issued By \_\_\_\_\_

Date of Issue \_\_\_\_\_

	Year-end Course Grade and Credit Total									Year-end Course Grade and Credit Total							
	Grade 9		Grade 10		Grade 11		Grade 12			Grade 9		Grade 10		Grade 11		Grade 12	
	gr	cr	gr	cr	gr	cr	gr	cr		gr	cr	gr	cr	gr	cr	gr	cr
Bible/Theology									American History								
English									World History								
Literature									Church History								
General Math									Government/Civics								
Pre-Algebra									Economics								
Algebra 1									Geography								
Algebra 2									French (specify level)								
Geometry									Spanish (specify level)								
Trigonometry									Foreign Language (specify)								
Pre-Calculus									Typing/Keyboarding								
Business Math									Physical Education								
General Science									Art								
Earth Science									Music								
Physical Science									Other								
Biology																	
Chemistry																	
Physics																	

**GRADING SCALE**

- A = 94 – 100
- B = 87 – 93
- C = 77 – 86
- D = 70 – 76
- P = Pass
- F = Fail
- S = Satisfactory
- U = Unsatisfactory

**CREDIT DETERMINATION**

- ¼ = ¼ Credit
- ½ = ½ Credit
- One credit is issued for a high school level, full-year course, or its equivalent.
- gr = Grade Awarded
- cr = Credit Awarded