

SAMPLE TRANSCRIPT—GRADES 9-11

(The following text should be typed onto original school stationary, signed by the Principal, and notarized by a local Notary Public. It should be produced at the end of the school year, when all final marks have been given. Be sure to fill in all of the **bolded** items. It will be used in lieu of an official transcript for convalidation purposes.)

(Date)

To whom it may concern:

This is to certify that **(name of student)** was enrolled in grade **(number)** at **(name of high school)** for the **2015-2016** academic school year. During this time, **(he/she)** studied and completed the following subjects: (The following subjects are examples of course titles approved by the Spanish Ministry of Education)

	<u>First Semester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
English	C		
Mathematics	A		
U.S. History	C		
Physics	B-		
Marketing 1	A		
Team Game	B		
Business Systems	B		

	<u>Second Semester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits</u>
<u>Obtained</u>			
English	B		
Mathematics	B+		
U.S. History	C+		
Physics	B		
Marketing 2	A		
Soccer/Basketball	B		
Business Systems	A		

	<u>Final Grades</u>
English	C
Mathematics	A
U.S. History	C
Physics	B-
Marketing	A
Team Game	B
Business Systems	B

Total Student Absences First Semester:

Total Student Absences Second Semester:

(Name of high school) is a fully accredited American Public high school.

(Name)
Director/Principal

(Notary Public signature & stamp)