

SAMPLE TRANSCRIPT—GRADE 12
For Students Not Receiving a Diploma

*(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 to certify that **(name of student)** was enrolled in grade 12 at **(name of high school)** for the **2015-2016** academic school year. He has successfully completed the twelfth grade and should be given credit for the senior year in his home country of Spain.

(Name of student) studied and completed the following classes:
(The following courses are examples)

	<u>First Semester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
Algebra	B-		
American Literature	C		
U.S. History	B+		
Biology	A-		
Chemistry	A		

	<u>Second Semester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
U.S. History	B		
American Literature	A-		
Algebra	B		
Biology	B+		
Chemistrv	B		

	<u>Final Grades</u>
Algebra	B
American Literature	B
Biology	B+
US. History	B+
Chemistry	B+

Total Student Absences First Semester:
Total Student Absences Second Semester:

(Name of school) is a fully accredited American public high school. It is the school's policy not to award official high school diplomas to foreign exchange students or allow them to graduate.

(Name)
Director/Principal

(Notary Public signature & stamp)