

SAMPLE TRANSCRIPT FOR BLOCK SCHEDULING

(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**(your name)**, a Spanish exchange student, attended **(name of school)** for the **2015-2016** academic school year, during which time **he/she** was enrolled in **Grade XX** (put appropriate grade: 9, 10, 11 or 12).

The following is a list of subjects, grades and credits obtained, plus the annual amount of tuition hours per subject: **(subjects, grades, hours and credits listed here are examples)**:

	<u>First Semester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
Algebra	B-	120	1.000
American Literature	C	120	1.000
Keyboarding	B+	100	1.000
French 1	A-	100	1.000

	<u>Second Semester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
U.S. History	B	120	1.000
Art History	A-	100	1.000
Algebra	B	120	1.000
Science Topics	B+	120	1.000

<u>Final Grades</u>	
Algebra	B
American Literature	C
Science Topics	B
Art History	A-
French 1	A-
Keyboarding	B

Total Student Absences First Semester:

Total Student Absences Second Semester:

(Name of high school) is a fully accredited American High School and follows a block-scheduling timetable, in which classes are 90 minutes long and are completed in one semester term. Therefore, a student receives one full year credit for each course taken in each semester.

(Name)
Director/Principal

(Notary Public signature & stamp)