

SAMPLE TRANSCRIPT FOR TRIMESTERS 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 trimester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
Algebra	B-		
U.History	B+		
French 1	A-		

	<u>Second Trimester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits Obtained</u>
Algebra	B-		
American Literature	C		
Biology	B+		
French 1	A-		

	<u>Third Trimester Grade</u>	<u>Total Tuition Hours</u>	<u>Credits</u>
History	B-		
American Literature	C		
Biology	B+		

(Name of high school) is a fully accredited American High School and follows a block-scheduling timetable, The course she attended is a quarterly course, divided in three quarters. Each subject is studied in two quarters obtaining for that 1 credit. Each course would equate to 135 hours of instruction.

(Name)
Director/Principal

(Notary Public signature & stamp)