



Veritas Classical Schools
12460 Crabapple Road, Ste. 202-270
Alpharetta, Georgia 30004-6646
770-753-8941
www.veritasschools.com
David W. Kinsey, Director

Accredited by Georgia Accrediting Commission since 2005.

How to Request a High School Transcript from VCS

1. Transcript Documentation Form - Please complete all of the following data for your student on the forms provided and send documentation to verify each course. Every blank is important and must be completed to date! We understand that current courses/grades may not be available.
2. Course Documentation - If a course was taught and completed at home by a parent or tutor, the following information must be provided to document the course for your file. The parent or tutor must submit the following information for each subject on the "Home Study Course Sheet" provided by Veritas (last page). Be sure to include the following:
 - Numeric Grade per semester (not percentages, DO NOT average the two semesters)
 - Number of hours spent on the subject (60 hours = ½ credit/ 120 hours = 1 credit)
 - Two (2) Examples of Assessments (Test, Quiz, Short Essay, etc.)

*NOTE: For Physical Education, please attach a log of hours with activities listed.
High school courses taken in 8th need to be included.*

SCAN and Email all documentation to diane@veritasschools.com

4. School Documentation - If a course was taught and completed at a local school or through a program that is accredited, please ask the institution to send us a Report Card or Transcript with all of the relevant data (courses, grades, dates, etc.). Email to: diane@veritasschools.com or Mail to: Veritas Classical Schools
12460 Crabapple Road Suite #202-270
Alpharetta, GA 30004
5. Credits - Through instructional time, a student must accumulate **120 hours per year per course for 1 Carnegie Unit or 60 hours per semester per course for ½ Carnegie Unit**. A student is required to have a minimum of **24 credits** (or Carnegie Units) in specific courses to graduate from Veritas. Students are also expected to have a minimum of four (4) HOPE Rigor Courses.
6. Veritas requests that all incoming seniors send their course information to the school during the summer BEFORE their senior year. This will allow us time to enter data and create a transcript to keep on file. This will be important as seniors start to apply for colleges, seek dual enrollment and HOPE Scholarship funds, etc. Please do not wait until the last minute to provide us with this important information. **Transcripts take a minimum of two (2) weeks to complete.**

Veritas Transcript Request Form – Student Information Page - REQUIRED

| | | |
|------------------------|--------------------------------------|--------|
| Student: | | |
| Last | First | Middle |
| Sex: | Year of Graduation: | |
| Birth Date: | Social Security # (required): | |
| Parent's Names: | | |
| Street Address: | | |
| City/State/Zip: | | |
| Phone: | | |

Graduation Requirements (Adopted February 2012)

| Subject | | | Credits Required |
|--|--|------|------------------|
| <i>Language Arts</i> | | | 4 |
| | English 9 | (1) | |
| | English 10 | (1) | |
| | English 11 | (1) | |
| | English 12 | (1) | |
| <i>Mathematics</i> | | | 4 |
| | Algebra I | (1) | |
| | Geometry | (1) | |
| | Algebra II | (1) | |
| | Selective Above Algebra II | (1) | |
| <i>Science</i> | | | 4 |
| | Physical Science | (1) | |
| | Biology | (1) | |
| | Selective | (2) | |
| <i>Or:</i> | Biology | (1) | |
| | Chemistry | (1) | |
| | Physics | (1) | |
| | Selective | (1) | |
| <i>Social Studies/History</i> | | | 4 |
| | World History | (2) | |
| | U.S. History | (1) | |
| | Economics | (.5) | |
| | Government | (.5) | |
| *Class of 2015 and beyond graduates are required to have 4 credits of History | | | |
| <i>Health/Physical Education</i> | <i>Class of 2016+ will be required to have ½ credit of PE and ½ Health</i> | | 1 |
| <i>Foreign Language</i> | Two years of the same language (2) | | 2 |
| <i>Fine Arts/Technology/Foreign Language III</i> | | | 1 |
| <i>Electives</i> | | | 4 |
| TOTAL: (Carnegie Units) | | | 24 |

Updated 7/29/2014

Hope Scholarship Rigor Requirements – Please note the following for the Class of 2017
 Minimum of FOUR (4) of the following TYPES of courses required to qualify for HOPE with qualifying GPA:

| | |
|---|-----------------------------|
| • Advanced Math | • Dual Enrollment Course |
| • Advanced Science | • Advanced Foreign Language |
| • AP Course | • IB Course |
| • 3 rd Year of same Foreign Language | |



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Home Study Course Sheet

(Documentation to receive credit for high school course work. Make copies as needed.)

| | |
|---|--|
| <i>School Year:</i> | <i>Semester:</i> <input type="checkbox"/> <i>Fall</i> <input type="checkbox"/> <i>Spring</i> |
| <i>Student:</i> | <i>Grade Level:</i> |
| <i>Is the student a full-time Veritas Student?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> | |
| <i>Course Title:</i> | |
| <i>Course Description:</i> | |
| <i>Text Used:</i> | <i>Publisher:</i> |
| <i>Teacher/Tutor's Name:</i> | |
| <i>Teacher Credentials - Educational degree:</i> | <i>Major area of study:</i> |
| <i>Number of Hours spent on Course:</i> <i>Fall Semester:</i> | <i>Spring Semester:</i> |
| <i>Examples of assessments (2)</i> | |
| <i>First semester numerical grade: (not A, B, C, etc.)</i> | <i>Second semester numerical grade:</i> |

Complete ONE form per course. Attach work samples and relevant documents to support the numeric grades. (i.e. – exams, progress report, written report, examples of student's work, etc.) Bundle all sheets by grade level. **Keep master copies on file at home and SEND COPIES ONLY!*

I verify that the above information is true and correct and request that this be included in the student's permanent school record.

Teacher's Signature

Date