



## Veritas Classical Schools

David W. Kinsey, Director

Accredited by Georgia Accrediting Commission since 2005

[transcripts@veritasschools.com](mailto:transcripts@veritasschools.com)

### *VCS High School Transcript Documentation Instructions*

**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. The parent or tutor must submit the following information for each subject on the “Home Study Course Sheet” provided by Veritas. Please fill out the form completely. 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)
- High school courses taken in 7<sup>th</sup>/8<sup>th</sup> need to be included.
- Parent or tutor signature
- Two (2) Examples of Assessments (Test, Quiz, Short Essay, etc.)

*NOTE: For Physical Education/Music lessons, please attach a log of hours with activities listed.*

**SCAN documents, put into a PDF file by course, and email all documentation with your student’s name on the subject line to [transcripts@veritasschools.com](mailto:transcripts@veritasschools.com). Do not send photos.**

**School Documentation** - If a course was taught and completed at a local school or through an accredited program, then please ask the institution to send us a Report Card or Transcript with all of the relevant data (courses, grades, dates, etc.).

Email to: [transcripts@veritasschools.com](mailto:transcripts@veritasschools.com)

Mail to: Veritas Classical School

12460 Crabapple Road Suite #202-270

Alpharetta, GA 30004

**Credits for graduation** - 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.

**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 may take up to two weeks to update.**



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# Home Study Course Sheet

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

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

*\*Complete ONE form per course once the course is completed. Attach 2 work samples and relevant documents to support the numeric grades. (i.e. – exams, quizzes, progress report, written report, examples of student's work, etc.. You can send a log of hours for P.E.) Please sign the form. **Keep master copies on file at home.** Please enter all grades numerically. We cannot accept pass/fail grades or letter grades.*

*\*Note: Credits                      .5 = 60 Hours of Course Work                      1 = 120 Hours of Course Work*

**Send the Home Study Sheet and assessments to [transcripts@veritasschools.com](mailto:transcripts@veritasschools.com) as a PDF file.** Please do not send photos. You can use the app iScan or NOTES from your phone and it will create a PDF file.

*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:** \_\_\_\_\_

***Parents, the following pages are for parent documentation only.***

***Do NOT send these forms to Veritas.***

***The forms below can be used to map out your student's high school years.***

***Email all transcript documents to [transcripts@veritasschools.com](mailto:transcripts@veritasschools.com)***

***Please scan and create PDF documents. Please do not send photos.***

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

<ul style="list-style-type: none"><li>• Advanced Math (Algebra II, Pre-Calculus, Calculus, etc.)</li></ul>	<ul style="list-style-type: none"><li>• Dual Enrollment Course</li></ul>
<ul style="list-style-type: none"><li>• Advance Science (Chemistry, Physics, Anatomy Physiology, etc.)</li></ul>	<ul style="list-style-type: none"><li>• AP Course</li></ul>
<ul style="list-style-type: none"><li>• 2<sup>nd</sup> year of same Foreign Language</li></ul>	<ul style="list-style-type: none"><li>• IB Course</li></ul>

Note: GAFutures does NOT include the grades from core courses taken in middle school for the final HOPE GPA calculation.

## Veritas Graduation Requirements

### Graduation Requirements (Adopted February 2012)

Subject		Credits Required	
<i>Language Arts</i>			<b>4</b>
	9 <sup>th</sup> Grammar/Comp OR Literary Types & Comp	(1)	
(Teacher Recommendation Required for AP English)	American Literature (required) or AP English	(1)	
	English or AP English British Lit (recommended)	(1)	
	English or AP English World Lit (recommended)	(1)	
<i>Mathematics</i>			<b>4</b>
	Algebra I	(1)	
	Geometry	(1)	
	Algebra II	(1)	
	Selective Above Algebra II	(1)	
<i>Science</i>			<b>4</b>
	Physical Science or Physics	(1)	
	Biology		
	Chemistry, Earth Systems, Environmental Science, or an AP/IB Course	(1)	
	Selective	(1)	
<i>Social Studies/History</i>			<b>4</b>
	Ancient World History	(1)	
	Modern World History	(1)	
	U.S. History	(1)	
	Economics or Personal Finance & Economics**	(.5)	
	U.S. Government	(.5)	
<b>*Note: At Veritas, Bible is .5 credit/semester and Rhetoric is .25 credit/semester as Gen. Electives</b>			
<i>Physical Education or Personal Fitness</i>			<b>.5</b>
<i>Health</i>			<b>.5</b>
<i>Personal Finance**</i>			<b>.5</b>
<i>*If Personal Finance &amp; Economics was not taken</i>			
<i>Foreign Language</i>	Two years of the same language (2) (taken consecutively if in Middle School)		<b>2</b>
<i>Fine Arts OR Technology OR Foreign Language III</i>			<b>1</b>
<i>Electives</i>			<b>4</b>
<b>TOTAL: (Carnegie Units)</b>			<b>24</b>

\*\* Personal Finance & Economics OR Personal Finance is required to graduate starting with the Class of 2028

**Veritas Transcript Documentation Form – 9<sup>th</sup> & 10<sup>th</sup> Grade Information**  
**Do not send to Veritas – for Parent use only!**

<b>Student:</b>	<b>Date of Birth:</b>
Last                      First                      Middle	

**Grade: 9<sup>th</sup> Grade                      Semester/Year:**

Subject	Course Name	1 <sup>st</sup> Semester Grade	2 <sup>nd</sup> Semester Grade	Credits	Course Completed at the following school:
English					
Math					
Science					
History					
Foreign Language					
Electives					
Physical Education/Health					

**Grade: 10<sup>th</sup> Grade                      Semester/Year:**

Subject	Course Name	1 <sup>st</sup> Semester Grade	2 <sup>nd</sup> Semester Grade	Credits	Course Completed at the following school:
English					
Math					
Science					
History					
Foreign Language					
Electives					
Physical Education/Health					

**Example:**

Subject	Course Name	Semester Grade	Credits	Course Completed at the following school:
English	American Literature	95	.5	Veritas (or VCS)
Math	Algebra I	89	.5	Online Academy
Science	Physical Science	92	.5	Homeschool (this indicates course taught at home)

