

New High School Students

Please ensure that your child's transcript information is current at the close of this school year. (see note at bottom)

If you have transferred to us from a public or private school and provided the school with the proper Withdrawal/Request for Records as instructed, Enlightened will receive their records shortly and you do not need to furnish any additional records.

If you have transferred from another homeschool association or group, you will need to furnish a transcript of their high school courses so one complete transcript can be generated. Simply contact them and request that one be mailed to our address.

If no official transcript is available, for whatever reason, we can provide you with two available options.

1. **Complete and submit one End of Year Reporting Form for each high school grade level.** Extra forms are located on our website and available at anytime during the year. Mail the completed form(s) to our address as soon as possible so we can your child's full transcript ready for you at the end of this current school year.

or

2. **Submit a parent generated transcript report.** We understand that not all associations/groups offer this reporting service; therefore, we will gladly accept a parent generated record. Please ensure the following is included in your report:
 - Student Information: full name, address, date of birth, current grade level, Gender
 - School Information: your homeschool name (ex. Smith Academy) **and** any prior associations you were a member and school year (ex. ABC Association 2008-2009)
 - Course Information by grade level: full course title, final % or letter grade, credit earned; denote any honor, AP (exam result required) or college courses next to title (ex. Algebra II 92% 1.0 Credit)
 - Test Results: furnish a copy of any test results such as SAT, ACT or PSAT. If you have the scores, you may report them now (Date and Score) and request a copy to be sent directly to Enlightened.
 - College Credit: furnish a copy of the college transcript bearing final course grade (senior students must request an official copy from the college.)
 - AP Exams: to be awarded AP credit, you must furnish the AP Exam Results
 - Extra Curricular: briefly summarize/note by year the various extracurricular involvement your child has been involved with (ex. Sports, Awards, Volunteerism)

When are grades due?

- June 1: 11th and 12th grade students
- June 15: 9th and 10th grade students
- June 30: K-8th grade students

Enlightened will rank all high school students; therefore, we must insist that all student grades are turned in by their defined deadline above.