HIGH SCHOOL TRANSCRIPT PLANNER
200__ -- 200__

Name:_____

Date:___/___/___

(24 Credits Required for Diploma)

(4 Credits of English) Credits	Date	School	Subject _____	Textbook and #
1. English 1 _____	_____	_____	PEIMS # _____	_____
2. English 2 _____	_____	_____	Credit to be earned _____	Publisher
3. English 3 _____	_____	_____	Prescription _____	_____
4. English 4 _____	_____	_____	_____	
(3 Credits of Math) Write Subject Name			Subject _____	Textbook and #
1. _____ _____	_____	_____	PEIMS # _____	_____
2. _____ _____	_____	_____	Credit to be earned _____	Publisher
3. _____ _____	_____	_____	Prescription _____	_____
			_____	
(3 Credits of Soc. Studies) Write the Subject			Subject _____	Textbook and #
1. _____ _____	_____	_____	PEIMS # _____	_____
2. _____ _____	_____	_____	Credit to be earned _____	Publisher
3. _____ _____	_____	_____	Prescription _____	_____
			_____	
(3 Credits of Science) Write the Subject			Subject _____	Textbook and #
1. _____ _____	_____	_____	PEIMS # _____	_____
2. _____ _____	_____	_____	Credit to be earned _____	Publisher
3. _____ _____	_____	_____	Prescription _____	_____
			_____	
(Required Subjects)			Subject _____	Textbook and #
1. Speech (.5 Credit) _____	_____	_____	PEIMS # _____	_____
2. Computer (1 Credit) _____	_____	_____	Credit to be earned _____	Publisher
3. Health (.5 Credit) _____	_____	_____	Prescription _____	_____
4. P.E. (1.5 Credits) _____	_____	_____	_____	

Elective Credit Earned

Subject	Date	School
1. _____	____	_____
2. _____	____	_____
3. _____	____	_____
4. _____	____	_____
5. _____	____	_____
6. _____	____	_____
7. _____	____	_____
8. _____	____	_____
9. _____	____	_____
10. _____	____	_____
11. _____	____	_____
12. _____	____	_____
13. _____	____	_____
14. _____	____	_____
15. _____	____	_____
16. _____	____	_____
17. _____	____	_____

(Elective Courses to be completed)

Subject	PEIMS #	Credit to be earned	Prescription
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Student's Signature _____ Administrator's Signature_____

[The school counselor, parent, and student use this form to plan the student's high school path leading toward a diploma.
Make current entries in pencil. The form is updated whenever courses are completed.]
PEIMS= Public Education Information Management System

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TRANSCRIPT PLANNER (HIGH SCHOOL)

WHO? Administrator

WHAT? The Transcript Planner is used to plan courses which are to be completed during current school term. Credits previously earned by the student are entered on this form.

WHERE? The Transcript Planner for high school is stored in the administrator's files with students forms. The completed form is filed in the student's permanent file.

WHEN? The Transcript Planner is filled out by the administrator after the student is enrolled. The Academic Contract is based on the Transcript Planner prescription. Anytime the academic prescription for a student changes, the Transcript Planner should be updated.

WHY? The Transcript Planner outlines the required credits for a diploma. Starting with the left column, required courses and credits earned should be entered from previous transcripts. The next column should list the school where previous credit was given. The Textbook column should list which textbook(s) the student will complete to earn credit. The final column should begin with the subject name, PEIMS number, and credit to be earned. The Prescription then lists the chapters, units, papers, etc. that are required to fulfill credit in the given subject. The Elective Credits Earned section should list any elective credits previously earned. Total credits earned to date are calculated by adding all credits earned in the student's high school studies. Add total credits earned, then project credits to be earned during the current year to plan total credits to be earned this year. When the prescription is complete, the student and administrator should review, understand, and sign, the form. A copy should be mailed to the parent and/or discussed at the first staff-parent home visit.

RESOURCES NEEDED: Academic Contract, Transcript, Report Card, List of electives and required courses for high school diploma, school textbooks, calendar, calculator, notepad.

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