JUNIOR HIGH TRANSCRIPT PLANNER
200__ -- 200__

Name:_____ Grade to be completed:_____

Date:___/___/___

Subject	School	Textbook	Subject, PEIMS #, Prescription
Math _____	_____	_____	_____ _____
English _____	_____	_____	_____ _____ _____
Literature _____	_____	_____	_____ _____ _____
Am Hist _____	_____	_____	_____ _____ _____
Science _____	_____	_____	_____ _____ _____
Elective _____	_____	_____	_____ _____ _____
PE _____ TAAS _____	_____ _____	_____ _____	_____ _____ _____ _____ _____

Notes:_____

_____

_____

_____ _____

Student's signature Administrator's signature

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TRANSCRIPT PLANNER (JUNIOR HIGH)

WHO? Administrator

WHAT? The Transcript Planner is used to plan which courses are to be completed during the current school term. Courses previously completed by the student in the current grade are entered on this form. (Refer to the Transcript and Academic Contract.)

WHERE? The Transcript Planner for junior high is stored in the administrator's files with student forms. The completed form is filed in the student's permanent file. (Resources needed include: transcript, report card, list of electives and required courses, school textbooks, calendar, calculator, academic contract.)

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. Any time the academic prescription for a student changes, the Transcript Planner should be updated.

WHY? The Transcript Planner outlines the required courses and textbooks for the grade level to be completed (6^{th}, 7^{th}, 8^{th}). Starting with the left column, enter the required courses which have been completed and recorded on an official transcript. The next column should list the school where previous courses were completed. The Textbook column should list textbook(s) in which the student will study to complete the course. The final column should begin with the subject name, and PEIMS* number. The Prescription then lists the chapters, units, papers, etc. that are required to complete the grade in the given subject. Use the notes section to list any special instructions or procedures for completing the student's Academic Contract. 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.

PEIMS* = Public Education Information Management System

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