

# HIGH SCHOOL TRANSCRIPT PLANNER

20\_\_ -- 20\_\_

Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

(22 Credits Required for Diploma)

(4 Credits of English)	<u>Credits</u>	<u>Date</u>	<u>School</u>	<u>Subject</u> _____	<u>Textbook and #</u>	<u>Elective Credit Earned</u>
1. English 1	_____	_____	_____	PEIMS # _____	_____	<u>Subject</u> <u>Date</u> <u>School</u>
2. English 2	_____	_____	_____	Credit to be earned _____	<u>Publisher</u>	1. _____
3. English 3	_____	_____	_____	Prescription _____	_____	2. _____
4. English 4	_____	_____	_____	_____	_____	3. _____
(3 Credits of Math) Write Subject Name				<u>Subject</u> _____	<u>Textbook and #</u>	
1. _____	_____	_____	_____	PEIMS # _____	_____	4. _____
2. _____	_____	_____	_____	Credit to be earned _____	<u>Publisher</u>	5. _____
3. _____	_____	_____	_____	Prescription _____	_____	6. _____
(3 Credits of Soc. Studies) Write the Subject				<u>Subject</u> _____	<u>Textbook and #</u>	
1. _____	_____	_____	_____	PEIMS # _____	_____	7. _____
2. _____	_____	_____	_____	Credit to be earned _____	<u>Publisher</u>	8. _____
3. _____	_____	_____	_____	Prescription _____	_____	9. _____
(3 Credits of Science) Write the Subject				<u>Subject</u> _____	<u>Textbook and #</u>	
1. _____	_____	_____	_____	PEIMS # _____	_____	10. _____
2. _____	_____	_____	_____	Credit to be earned _____	<u>Publisher</u>	11. _____
3. _____	_____	_____	_____	Prescription _____	_____	12. _____
(Required Subjects)				<u>Subject</u> _____	<u>Textbook and #</u>	
1. Speech (.5 Credit)	_____	_____	_____	PEIMS # _____	_____	13. _____
2. Computer ( 1 Credit)	_____	_____	_____	Credit to be earned _____	<u>Publisher</u>	14. _____
3. Health (.5 Credit)	_____	_____	_____	Prescription _____	_____	15. _____
4. P.E. (1.5 Credits)	_____	_____	_____	_____	_____	16. _____
(Elective Courses to be completed)						
	<u>Subject</u>	<u>PEIMS #</u>	<u>Credit to be earned</u>	<u>Prescription</u>		
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

## 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.