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| OFFICIAL HIGH SCHOOL TRANSCRIPT |

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| Student Information | School Information |
| Full Name:Address:Phone Number:Email Address:Date of Birth:Parent/Guardian: | **Name:****Address:****Phone Number:****Email Address:**[**Expected**] **Graduation Date:****Contact:** |

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| **ACADEMIC RECORD** |
| **Course Title** | S1 | Cr. | S2 | Cr. | **Course Title** | S1 | Cr. | S2 | Cr. |
| **9th GRADE** | **20XX–20XX** | **10th GRADE** | **20XX–20XX** |
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| **11th GRADE** | **20XX–20XX** | **12th GRADE** | **20XX–20XX** |
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| **Academic Summary** | **Notes** |
| **Year** | **Yearly GPA**  | **Cumulative GPA** | **Credits Earned** |  |
| **9th** |  |  |  |
| **10th** |  |  |  |
| **11th** |  |  |  |
| **12th** |  |  |  |
| **I self-certify and affirm that this is the official transcript and record of** [Enter student’s full name]**’s****academic studies from** [**fall** **20XX through fall 20XX** or **20XX through 20XX**]**.****Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Enter administrator’s full name] **(Administrator of records)** |