

School Name

School Address

Student: _____

Gender: _____

Birthdate: _____

Parents: _____

Address: _____

First Semester					Second Semester				
Gr	Year	Course Title	Grade	Credits	Gr	Year	Course Title	Grade	Credits
Credits:		GPA:	Cumulative GPA:		Credits:		GPA:	Cumulative GPA:	

First Semester					Second Semester				
Gr	Year	Course Title	Grade	Credits	Gr	Year	Course Title	Grade	Credits
Credits:		GPA:	Cumulative GPA:		Credits:		GPA:	Cumulative GPA:	

First Semester					Second Semester				
Gr	Year	Course Title	Grade	Credits	Gr	Year	Course Title	Grade	Credits
Credits:		GPA:	Cumulative GPA:		Credits:		GPA:	Cumulative GPA:	

First Semester					Second Semester				
Gr	Year	Course Title	Grade	Credits	Gr	Year	Course Title	Grade	Credits
Credits:		GPA:	Cumulative GPA:		Credits:		GPA:	Cumulative GPA:	

Extracurricular activities:		
Total Credits Completed:	Academic GPA (9-12):	Academic GPA (10-12):

Time Requirements, Credits, and GPA for a High School Course

This is one method of recording coursework, credits, and GPA for a high school student. The numbers below are based on the California public school system of recordkeeping.

How to figure:

Time spent in each course

A school year consists of 175 days.

A high school course period is usually 50 minutes long.

This figures out to 150 hours of time spent in study in a year-long course, or 75 hours per semester.

Use these numbers as guidelines when planning coursework for a year, rather than trying to keep track of actual hours and minutes each day. Remember to figure in extra activities that can count toward a particular course, or that can contribute toward two courses.

Credits or Units

A student is awarded credits based on the time spent in coursework for a particular subject.

A one-semester course is awarded 5 credits.

A one-year course is awarded 10 credits.

Five credits will take about 75 hours to earn.

One credit will take about 15 hours to earn.

Grade Point Average (GPA)

To figure GPA, give grade points for each grade in each class:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Calculate GPA by adding the grade points earned for each class for the semester. Divide that total by the number of classes completed that semester. This will be your GPA for the semester. Record it on the transcript with two decimal places.

At the end of the year, average the two semester GPA's for the cumulative GPA for the year. At the end of four years of high school, you will have four GPA's to average, to give you the cumulative high school graduation GPA.