



Veritas Classical Schools
12460 Crabapple Road, Ste. 202-270
Alpharetta, Georgia 30004-6646
770-753-8941
www.veritasschools.com
David W. Kinsey, Director

Accredited by Georgia Accrediting Commission since 2005.

How to Request a High School Transcript from VCS

1. Transcript Request Form - Please complete all of the following data for your student on the forms provided and send documentation to verify each course. Every blank is important and must be completed to date! We understand that current courses/grades may not be available.
2. Veritas Records - Please include all courses and grades for your student. It is your responsibility to also include copies of all progress reports from Veritas from previous years. Also, be sure to note any courses taken at North Georgia Home Educators.
3. Course Documentation - If a course was taught and completed at home by a parent or tutor, the following information must be provided to document the course for your file. The parent or tutor must submit the following information for each subject on the "Home Study Course Summary Sheet" provided by Veritas.
 - Course Title
 - Course Description
 - Teacher's name
 - Teacher's credentials
 - Name of textbook
 - Publisher of the textbook
 - Number of hours spent on the subject
 - Examples of Assessments (2)
4. School Documentation - If a course was taught and completed at a local school or through a program that is accredited, please ask the institution to send us a Report Card or Transcript with all of the relevant data (courses, grades, dates, etc.). Mail to:

Veritas Classical Schools
12460 Crabapple Road, STE 202, #270
Alpharetta, GA 30004
5. Credits - Through instructional time, a student must accumulate 120 hours per year per course for 1 Carnegie Unit or 60 hours per semester per course for ½ Carnegie Unit. A student is required to have a minimum of 22 credits (or Carnegie Units) in specific courses to graduate from Veritas.
6. Veritas requests that all incoming Seniors send their course information to the school during the summer BEFORE their Senior year. This will allow us time to enter data and create a transcript to keep on file. This will be important as Seniors start to apply for colleges, seek ACCEL and HOPE Scholarship funds, etc. Please do not wait until the last minute to provide us with this important information. Transcripts take a minimum of 2 weeks to complete.

Veritas Transcript Request Form – Student Information Page

Student:		
Last	First	Middle
Sex:	Year of Graduation:	
Birth Date:	Social Security #:	
Parent's Names:		
Street Address:		
City/State/Zip:		
Phone:		

***Include a copy of SAT and/or ACT scores with records.**

SAT Scores	Math		Critical Reading	
Writing	Essay		Multiple Choice	
ACT Scores	Math		Science	
English	Reading		Composite	

Graduation Requirements (Adopted 2005 from the Georgia Accrediting Commission)

Subject	Credits Required	
<i>Language Arts</i>		4
	English 9	(1)
	English 10	(1)
	English 11	(1)
	English 12	(1)
<i>Mathematics</i>		4
	Algebra I	(1)
	Geometry	(1)
	Algebra II	(1)
	Selective Above Algebra II	(1)
<i>Science</i>		3
	Physical Science	(1)
	Biology	(1)
	Selective	(1)
<i>Or:</i>	Biology	(1)
	Chemistry	(1)
	Physics	(1)
<i>Social Studies</i>		3
	World History	(1)
	U.S. History	(1)
	Economics	(.5)
	Government	(.5)
<i>Health/Physical Education</i>		1
<i>Foreign Language</i>	Two years of the same language (2)	2
<i>Fine Arts/Technology</i>		1
<i>Foreign Language III</i>		1
<i>Electives</i>		4
TOTAL: (Carnegie Units)		22

Veritas Transcript Request Form – 10th Grade Information

Student:	10th Grade Courses and Grades
Last First Middle	

Grade: 10th Fall Semester/Year:

Subject	Course Name	Semester Grade	Credits	Course Completed at the following school:
English				
Math				
Science				
History				
Foreign Language				
Electives				
Physical Education/Health				

Grade: 10th Spring Semester/Year:

Subject	Course Name	Semester Grade	Credits	Course Completed at the following school:
English				
Math				
Science				
History				
Foreign Language				
Electives				
Physical Education/Health				

*Include ALL “home Study Course Summary Sheets” (see last sheet) for course documentation and bundle by grade level.

Example:

Subject	Course Name	Semester Grade	Credits	Course Completed at the following school:
English	American Literature	95	.5	Veritas (or VCS)
Math	Algebra I	89	.5	Online Academy
Science	Physical Science	92	.5	Homeschool (this indicates course taught at home)

*Please enter all grades numerically. We cannot accept pass/fail grades.

*Note: Credits

.5 = 60 Hours of Course Work

1 = 120 Hours of Course Work



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Home Study Course Summary Sheet

(Documentation to receive credit for high school course work. Make copies as needed.)

<i>School Year:</i>	<i>Semester:</i> <input type="checkbox"/> <i>Fall</i> <input type="checkbox"/> <i>Spring</i>
<i>Student:</i>	<i>Grade Level:</i>
<i>Is the student a full-time Veritas Student?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
<i>Course Title:</i>	
<i>Course Description:</i>	
<i>Text Used:</i>	<i>Publisher:</i>
<i>Teacher/Tutor's Name:</i>	
<i>Teacher Credentials - Educational degree:</i>	<i>Major area of study:</i>
<i>Number of Hours spent on Course:</i> <i>Fall Semester:</i>	<i>Spring Semester:</i>
<i>Examples of assessments (2)</i>	
<i>First semester numerical grade:</i>	<i>Second semester numerical grade:</i>

**Complete ONE form per course. Attach relevant documents to support the numeric grades. (i.e. – exams, progress report, written report, examples of student's work, etc.) Bundle all sheets by grade level.*

I verify that the above information is true and correct and request that this be included in the student's permanent school record.

Teacher's Signature

Date