

# How to Read and Monitor Your Transcript

Your high school transcript is the official record of your movement through high school

All of your high school classes are listed on your transcript, along with grades received and credits granted. The total number of credits attempted and completed for each semester is listed, along with the grade point average earned for that particular semester.

## Grade Level Status and Credits Completed by the End of the Academic Year

In order for students to move forward to the next grade, each student must attain minimum credit totals, calculated in August (which include summer school credits). Grades of "A", "B", "C", and "D" receive credit. Failed courses or repeated courses (marked with an "r" on a transcript) do not earn credit. These minimum totals are:

- Less than 40 credits = Freshman status
- 40 – 99 credits = Sophomore status
- 100 – 159 credits = Junior status
- 160 credits or more = Senior status

**Work in Progress** - courses that you are enrolled in for the current semester.

## Credit Summary:

1. "**req**" (required) - how many credits are required in each subject area for graduation. This is not the same as college entrance requirements.
2. "**compl**" (completed) - the number of credits completed when the transcript was printed.
3. "**needed**" - how many credits necessary to earn a high school diploma.
4. "**totals**" - how many credits earned when the transcript was printed.

**GPA Summary** - provides a calculation of three different grade point averages. Each GPA shows both weighted and non weighted totals.

1. **Academic GPA 9-12** - includes all courses, except physical education.
2. **Academic GPA 10-12** - includes all classes, except physical education, taken in grade 10 forward.
3. **Total GPA** – this is the cumulative GPA for **all** courses taken.

The following courses are **weighted**, meaning that an extra point is given for the grade and is calculated in the GPA. These courses are listed under the UC Approved Course List.

English 11 Honors	Macro Economics AP
English 12 AP	French Language IV AP
Calculus AP	French Literature V AP
Math Analysis Honors	Spanish Language for Native Speakers III AP
Statistics AP	Spanish Language IV AP
Chemistry Honors	Spanish Literature V AP
Physics AP	Art III AP
World History AP	Sculpture AP
US History AP	Psychology AP
American Government AP	

**If you have taken a SRJC course**, 1.0 unit of community college credit equals 3.3 units of high school credit.

**If you find errors in your transcript**, please contact your counselor or the registrar so the error or omission may be corrected.